

# **YOUTH REHABILITATION AND TREATMENT CENTER KEARNEY, NEBRASKA**

## **2003-2004 Annual Report**



### **Administrative Team**

Tim O'Dea, Administrator  
David Kottich, Assistant Administrator  
Deb Eirich, Business Manager  
Lyle Drieling, Psychologist  
Ron Cox, Psychologist Associate  
Tom Smith, Youth Counselor Supervisor  
Tony Kleidosty, Principal  
Dan Theobald, Training Coordinator  
Steve Reeves, Facility Maintenance Manager  
Mary Tatum, Food Service Director  
Richard Wetjen, Recreation Manager  
Marvin Valdois, Religious Coordinator  
Kim Frink, R.N.  
Rosalie McCurry, Administrative Assistant

### **YRTC-K Advisory Board**

Donna Bamford - Business Owner, Neighbor  
Don Kearney - Banker  
Carol Lungrin - Business Owner  
Sue Placke - Business Owner  
Ann Tvrdik - Business Owner, Neighbor  
Lori Moore - Teacher  
Greg Williams - Business Owner

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THE YRTC-K ANNUAL REPORT 2003/2004

IS DEDICATED TO THE

MEMORY OF

**JERROLD “JERRY” W. CULLER**  
**10/04/1956 - 12/26/2003**

**YRTC-K Youth Security Specialist II**  
**08/26/1979 - 12/26/2003**

Jerry Culler was a dependable, conscientious employee who enjoyed the contact with literally thousands of youth he worked with during his many years. His tone and demeanor were firm, but he knew when to smile and offer a helping hand to a troubled youth. He worked with and trained many employees in the Dickson Living Unit and took pride in his knowledge of the YRTC program.

He was a friend to many YRTC employees both at work and at play. He was an avid golfer and very few, if any, of his coworkers ever beat him.

His two courageous battles with cancer were an inspiration to all of us and a benchmark for anyone dealing with a personal crisis.

He will be missed by many.



# TABLE OF CONTENTS

<b>MISSION AND AFFIRMATIONS .....</b>	<b>1</b>
<b>INTRODUCTION AND ADMINISTRATOR'S MESSAGE .....</b>	<b>3</b>
<b>PROFESSIONAL AFFILIATIONS &amp; LICENSES .....</b>	<b>4</b>
<b>YOUTH TREATMENT PROGRAM SERVICES.....</b>	<b>5</b>
<b>SECURITY AND CONTROL .....</b>	<b>6</b>
<b>TREATMENT AND CLASSIFICATION</b>	
<b>TREATMENT PROGRAM .....</b>	<b>9</b>
<b>ORIENTATION AND CLASSIFICATION .....</b>	<b>13</b>
<b>PSYCHOLOGICAL SERVICES .....</b>	<b>14</b>
<b>CHEMICAL DEPENDENCY PROGRAM.....</b>	<b>15</b>
<b>SEXUAL TRAUMA PROGRAM.....</b>	<b>17</b>
 <b>EDUCATION.....</b>	 <b>20</b>
<b>RECREATION.....</b>	<b>24</b>
<b>COMMUNITY SERVICE / COLLABORATION / ACTIVITIES .....</b>	<b>26</b>
<b>MEDICAL.....</b>	<b>29</b>
<b>FOOD SERVICE.....</b>	<b>31</b>
<b>MINISTERIAL .....</b>	<b>32</b>
<b>FINANCE AND SUPPORT</b>	
<b>BUSINESS OFFICE .....</b>	<b>34</b>
<b>STAFF DEVELOPMENT.....</b>	<b>45</b>
 <b>CANTEEN.....</b>	 <b>46</b>
<b>WAREHOUSE.....</b>	<b>46</b>
<b>ADMINISTRATIVE / CLERICAL SUPPORT .....</b>	<b>47</b>
<b>PHYSICAL PLANT/MAINTENANCE .....</b>	<b>50</b>
<b>STATISTICAL INFORMATION .....</b>	<b>53</b>



# **MISSION AND AFFIRMATIONS**

## **Nebraska Health and Human Services System**

### **MISSION STATEMENT**

We help people live better lives through effective  
Health and Human Services.

### **OFFICE OF JUVENILE SERVICES MISSION STATEMENT**

The Nebraska Office of Juvenile Services' mission is to provide individualized supervision, care, accountability and treatment, in a manner consistent with public safety, to those youth committed or referred for evaluation. Furthermore, OJS promotes prevention efforts through the support of programs and services designed to meet the needs of youth identified as being at risk of violating the law or endangering themselves or others. To accomplish this, OJS will offer programs through a balanced delivery system which provides youth the opportunity to become law-abiding and productive citizens.

### **YOUTH REHABILITATION AND TREATMENT CENTER- KEARNEY MISSION STATEMENT**

THE YOUTH REHABILITATION AND TREATMENT CENTER KEARNEY'S MISSION IS TO HELP YOUTH LIVE BETTER LIVES THROUGH EFFECTIVE SERVICES AFFORDING YOUTH THE OPPORTUNITY TO BECOME LAW-ABIDING AND PRODUCTIVE CITIZENS.

## **AFFIRMATIONS RELATED TO YOUTH**

- ⌘ Youth can help others and himself.
- ⌘ Every youth needs to feel valued and cared about.
- ⌘ Youth are capable of change.
- ⌘ Youth are looking for structure. Lack of structure leads to anxiety.
- ⌘ Youth need accountability.
- ⌘ All youth can learn.
- ⌘ Each youth has a constitutional and moral right to be treated fairly.
- ⌘ Youth leaving YRTC-K will show positive value changes.

## **2003/04 ANNUAL GOALS**

1. To operate the Youth Rehabilitation and Treatment Center-Kearney in a safe and secure manner that maintains an adequate quality of life for youth as indicated by Performance Based Standards data reports, HHS leadership visits, and other external & internal customers.
2. To provide for and maintain youth rights as determined by the United States and Nebraska Constitutions and Federal and State Laws as indicated by tort claims, lawsuits, or substantiated youth grievances.
3. To operate the Youth Rehabilitation and Treatment Center-Kearney in an efficient and cost effective manner within the state budget allocation as indicated by monthly and annual budget reports.
4. To work with all of HHS in implementing the Nebraska Family Portrait Plan as evidenced by meeting participation, goal implementation & achievement, and NFP updates.



# ***INTRODUCTION AND ADMINISTRATOR'S MESSAGE***

The Youth Rehabilitation and Treatment Center-Kearney (YRTC-K) was established by the Nebraska State Legislature in 1879 and began receiving young people, both male and female, in July 1881. In 1892, the then Nebraska State Reform School for Juvenile Offenders, became a male-only youth facility with the establishment of the female youth facility in Geneva, Nebraska. The original 320-acre Kearney campus was developed on land donated to the State of Nebraska by the City of Kearney. The State of Nebraska returned nearly 200 acres to the City of Kearney for the development of a city-operated golf course in 1991. On January 1, 1994, the institutional name was changed for the fifth time to the Youth Rehabilitation and Treatment Center by the Nebraska Unicameral. YRTC-K also was placed legislatively under the Office of Juvenile Services within the Nebraska Department of Correctional Services. On January 1, 1997, the Unicameral merged the Office of Juvenile Services with four other State agencies to form the Health and Human Services System. HHSS is the parent agency under which YRTC-K is one of nine 24 hour care facilities including three Regional Centers, three Veterans Homes, one Development Center, and the two YRTC's. YRTC-K is within the HHSS Protection and Safety Division.

YRTC-K youth treatment programming is provided in psychological / social services, problem solving, education, pre-vocational exposure and training, social skills, drug & alcohol assessment / education / treatment, sexual trauma therapy, recreation and religion. Youth under the age of 18 at the time of adjudication are committed for an indeterminate stay and must be released on or before their 19<sup>th</sup> birthday.

YRTC-K programming promotes the restorative justice concept by actively involving youth in numerous community service projects. The youth experience of positively contributing to the community through service work hopefully becomes a viable facet of their adult life. Documentation of youth service is contained throughout the following YRTC-K Annual Program Report.

The year 2003/04 brought YRTC-K into its 125<sup>th</sup> year of operation. The 2003/04-year saw a continued effort by YRTC-K staff to decrease the average daily youth census and raise the average length of youth program participation. We were successful on both initiatives with our average campus youth count at 158 youth and our average length of youth program stay to 180 days.

We look forward to 04/05 as we continue to celebrate our 125<sup>th</sup> anniversary, host the 49<sup>th</sup> annual meeting of the Western States Association, and successfully earn re-accreditation as an ACA Juvenile Correctional Facility. YRTC-K continues to have excellent staff who daily assist young people to live a better life and become law-abiding and productive citizens.



# **PROFESSIONAL AFFILIATIONS AND LICENSES**

***West Kearney High School, YRTC-Kearney, is accredited by the Nebraska Department of Education as a Special Purpose School and has been for 31 years.***

***West Kearney High School, YRTC-Kearney, is accredited by the North Central Association of Schools & Colleges as an Optional School and has been accredited for 14 years.***

***YRTC-K is inspected and approved for occupancy by the Nebraska State Fire Marshall.***

***YRTC-K's boilers are inspected and licensed by the Nebraska Department of Labor.***

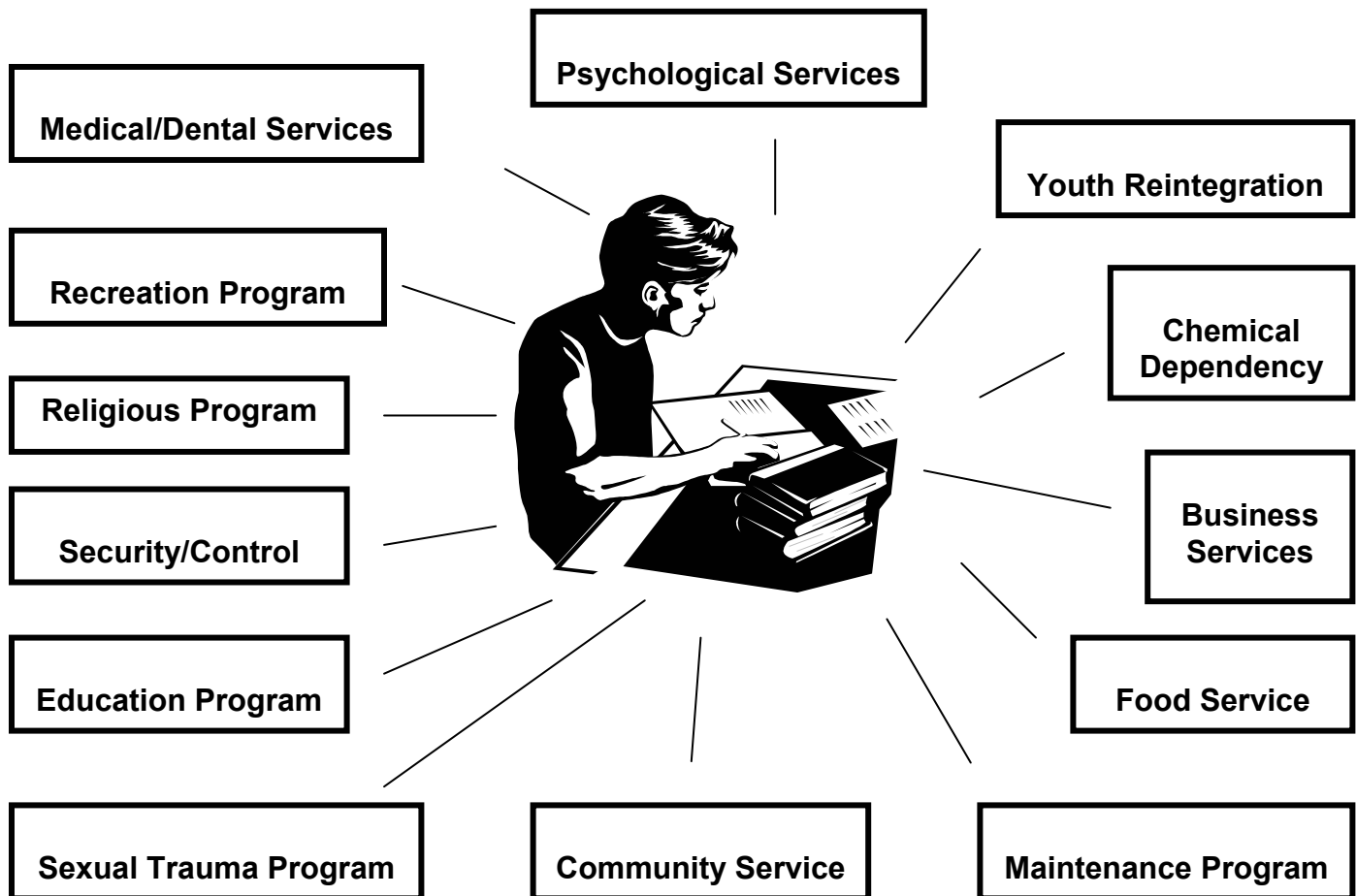
***YRTC-K's cafeteria facilities are inspected and approved by the HHS Regulation & Licensure.***

***YRTC-K's swimming pool facility is inspected/approved to operate by HHS Regulation & Licensure.***

***YRTC-K is a member of:***

- ♦ ***American Correctional Association (ACA)***
- ♦ ***Performance Based Standards Project for Juvenile Facilities sponsored by OJJDP and Council for Juvenile Correctional Administrators***
- ♦ ***Western States Training Schools Association***
- ♦ ***Correctional Education Association (CEA)***
- ♦ ***National Association of Juvenile Correctional Agencies (NAJCA)***
- ♦ ***Kearney Area Chamber of Commerce (KACC)***

# ***YOUTH TREATMENT PROGRAM SERVICES***



# SECURITY AND CONTROL

*The Mission of the YRTC-K Security and Control department is to maintain custody of each youth while providing a safe and secure environment that enables the youth to make personal and positive behavior and attitude changes while achieving good communication, cooperation and collaboration among security staff supplying excellent customer service with confidence.*

## **STAFF**

The YRTC-K Security and Control Department includes fifty-seven employees. Seven Youth Security Supervisors (YSS OR OD's). Thirty-eight Youth Security Specialist II's (YSS II's or Living Unit Staff). Twelve Youth Security Specialist I's (YSS I or Nightwatch). Five of the YSS or O.D.'s supervise the first shift (6:00 a.m.-2:00 p.m.) and second shift (2:00-10:00 p.m.). Two YSS or O.D.'s supervise the third shift (10:00 p.m.-6:00 a.m.). The thirty-eight YSS II's work alternating first and second shifts in the six living units. The twelve YSS I's work the third shift in the six youth living units. The YRTC-K Administrator, Assistant Administrator and Youth Counselor Supervisor carry a cell phone and are available for all emergency situations. During weekends and holidays, appointed Chief of Staff members are assigned to carry a cell phone for emergency situations.

During fiscal year 2003/2004, there were 4 YSS I positions vacated and filled computing to a 33% turnover rate. Twenty-one YSS II positions were vacated and filled during the year, which computed to a 55% turnover rate. Two YSS positions were filled during the year. The total number of 27 security positions vacated and filled computes to a 47% turnover rate.

## **CUSTODY**

The YRTC-K experienced 20 youth escapes during the 2003/2004 fiscal year. This was six escapes less than the previous year. A security departmental goal is to keep the number of escapes to 5% or less of the total youth count. The total admissions during 2003/04 was 432. This computed to a 4.6% escape rate, which accomplished our goal. Four escapes occurred while the youth were on off campus visits with immediate family. Fifteen of the twenty escapes occurred from the YRTC-K campus. One escape occurred while youth were being returned from an off-campus activity and the youth exited the state vehicle. All apprehended escapees were charged with a felony escape in Buffalo County Court. One of the felony escape charges remained in adult court with the escapee being sentenced to the Nebraska Department of Corrections. All escapees returning to YRTC-K received a disciplinary stay in the YRTC-K Security Unit and a 90-day release deferment. The custody of youth is always top priority for all YRTC-K staff.

## **COUNT CHANGES**

During the fiscal year 2003/04, the YRTC-K experienced 1,497 master count changes. Master count changes included: youth admissions / dismissals, furloughs, home visits, court appearances, medical leaves and other placements. The YRTC-K averaged 4.1 count changes per day.

## **DICIPLINARY HEARINGS**

The YRTC-K Disciplinary Committee is comprised of the Assistant Administrator, Youth Counselor Supervisor, and Psychologist Associate. This committee held 245 youth disciplinary hearings during 2003/04 fiscal year. The hearings are held to decide sanctions for youth who committed major rule violations. Each hearing was preceded by an investigation of the reported violation. There was one youth appeal filed during the fiscal year 2003/2004 with no relief granted.

The youth violations included incidents involving assaultive behavior toward other youth (112), destruction of property (33), escapes and attempted escapes (22), assaultive behavior toward staff (9), sexual misconduct (7), contraband (6), positive u/a's and medication abuse (5), theft (3), and other inappropriate behavior. Two hundred four (204) youth received confinement to the YRTC-K Security Unit for their violations. Other sanctions received for rule violations included: restitution for damages, release deferments for up to 90 days, graduated stays in confinement for multiple occurrences of the same violation, revoking of release status (which occurred one time), verbal warnings and referrals to other venues of the treatment program. The YRTC-K experienced nineteen (19) staff physical interventions during 2003/04 fiscal year. All nineteen (19) interventions were procedurally investigated and determined to have been necessary and appropriate.

## **SAFETY, SECURITY AND SANITATION**

Safety, Security, and Sanitation inspections were conducted regularly. Administrative staff conduct a weekly building inspection of designated areas. Department heads completed weekly inspections of their assigned buildings. YSS, YSS II and YSS I's did daily inspections each shift. Maintenance personnel were assigned to specific buildings in order to supply preventive maintenance, building upkeep and availability for emergency needs. All deficiencies discovered during inspections were recorded and procedures to correct them were pursued. The YRTC-K Safety, Security and Sanitation Committee consists of the Assistant Administrator, Facility Maintenance Manager and YRTC-K Nurse Supervisor. This committee inspected YRTC-K buildings on a monthly basis and reported their findings directly to the YRTC-K Administrator. The Administrator re-inspected buildings after 10 days to ensure reported deficiencies were corrected.

The physical condition of the YRTC-K is considered high priority and good housekeeping procedures are stressed. These procedures enable YRTC-K to supply a positive living and working environment. The youth are responsible for housekeeping duties and are expected to maintain appropriate personal hygiene. During the 2003/04 fiscal year, 1,448 youth signed up to receive haircuts from a contracted barber at the YRTC-K barbershop. Personal hygiene items and toiletries are supplied to new youth and also sold at the YRTC-K Canteen for all youth.

## **SUMMARY**

The strength of the YRTC-K Security Department is capable, well-trained staff to implement the Youth Treatment Program. The YRTC-K invested heavily in quality training for new and present employees. The 57 security staff accumulated over 5,300 hours of training during the 2003/04 fiscal year. We will continue to acquire the necessary training to maintain the integrity of the YRTC-K program.

**COMMENTS FROM YOUTH AND OTHER DEPARTMENTAL STAFF:**

***"The staff gave me things to think about to help me stay out of trouble."*** C3 release youth.

***"The Dickson Living Unit staff are nice, smart and they show a lot of care."*** D1 group member.

***"They help you with schoolwork and problems."*** D1 group member.

***"They teach us things like disc golf, teamwork, discipline and jokes."*** L2 group member.

***"If you need anything security staff are right there ready to help and take care of anything."*** Food Service Department

***"I think we work very well as a team and we work well together. I think Living Unit staff are very in touch with youth's lives and they share that with us."*** Education Department.

***"I have absolute certaintness in the dependence of the OD's response to any situation."*** Secretarial Department.



**Officer of the Day (YSS) Jeff Hunting**



**Assistant Administrator Dave Kottich**

# TREATMENT AND CLASSIFICATION

## TREATMENT PROGRAM

*The Mission of the YRTC-K Youth Treatment Program is to empower youth to make a value change through a structured process of giving and receiving help where youth learn to care for others and to live better lives through positive communication, cooperation and collaboration.*

The following Chart A indicates 3,948 youth treatment group meetings held last fiscal year. It also reflects 436 youth assigned to treatment groups by YC II's. YC II's interviewed and completed 82 PV and Recommitment reports.

There were 437 youth released during the last fiscal year. Chart B figures reflect youth released via YRTC-K treatment program procedures.

**CHART A**

<b>Fiscal Year 2003/04</b>	<b>Number of Group Meetings</b>	<b>Youth Assigned to Groups</b>	<b>PV &amp; REC Reports</b>
July 03	336	20	4
Aug 03	332	44	9
Sep 03	353	43	11
Oct 03	288	38	7
Nov 03	316	40	8
Dec 03	288	38	7
Jan 04	326	26	3
Feb 04	316	43	6
Mar 04	368	39	5
Apr 04	348	43	9
May 04	332	24	7
Jun 04	345	38	6
<b>TOTAL</b>	<b>3948</b>	<b>436</b>	<b>82</b>

**CHART B**

<b>FISCAL YEAR 2003/04</b>	<b># of Youth Administratively Released Due to Overpopulation</b>	<b># of Youth Released Through Guidelines</b>
July 03	12	7
Aug 03	20	8
Sep 03	9	8
Oct 03	15	7
Nov 03	16	14
Dec 03	19	7
Jan 04	5	6
Feb 04	10	6
Mar 04	23	7
Apr 04	3	11
May 04	19	11
Jun 04	16	8
<b>TOTALS</b>	<b>167**</b>	<b>100</b>

\*\*Does not include: OJS Classification "3" releases and youth released from the HJCD Program in Hastings.

## **YC I & II's CONTACTS**

YC I & II's made 2,912 contacts with parents through face to face meetings, mail and phone calls. They made 3,813 contacts with JSO's through face to face meetings, mail and phone calls. There were 34 contacts made with Guardian Ad Litem and 100 contacts with the Foster Care Review Board.

YC I & II's conducted 12,656 individual counseling contacts with YRTC-K youth:

<b>Fiscal Year</b>	<b>Counseling Hours</b>
July 03	874
Aug 03	1,074
Sep 03	1,045
Oct 03	993
Nov 03	927
Dec 03	1,058
Jan 04	1,018
Feb 04	1,117
Mar 04	1,184
Apr 04	1,122
May 04	1,127
Jun 04	1,117
<b>TOTAL</b>	<b>12,656</b>

## **TRAINING**

During the past fiscal year YC II Jorgensen attended five meetings of the Central Nebraska Gang Intelligence Association in Grand Island, NE.

In August 2003 YCS Smith conducted program training for the West Kearney High School Teachers.

In December 2003 YCS Smith conducted Pre-Furlough training with all treatment teams and YC I & II's.

Throughout the past fiscal year, eight YC I and II training sessions were held covering a wide variety of program issues.

In January of 2004 Psychologist Associate Cox and Youth Counselor Supervisor Smith helped with a pre-ACA internal audit at YRTC-Geneva.

In March of 2004 all day training was held for Youth Counselor I's & II's. Many people contributed to this training covering practice and procedures.

## **OTHER**

During the past year Morton Living Unit Group I and Washington Living Unit Group II made twelve trips to the Grand Island Veterans Home. These trips involved YRTC-K youth working with the members and staff in recreational, social and work activities.



## **HOLIDAY FURLOUGH**

A total of 61 youth went on a Holiday furlough. Fifty-eight youth successfully completed furlough. None of the returning youth tested positive for drugs/alcohol.

## **CHRISTMAS AT YRTC-K**

Ninety-two (92) youth remained on campus. All youth received holiday gifts from home or staff "Santa". Many activities were planned by YRTC-K staff that helped youth get through the holiday season with high spirits.

## **ATTITUDINAL SURVEY**

This past year 246 youth completed the Attitudinal Survey. The positive attitude adjustment was +1.73 points. (See Attitudinal Survey results on following page.)

## **NOTABLE QUOTES**

**Steve Jackson, Facility Maintenance Supervisor, GIVH:** "These youth (9) do the work of 20 people."

During a phone conversation with a YC I, a youth's mother said that he had been in three (3) previous placements and this is the best he has done in any placement.



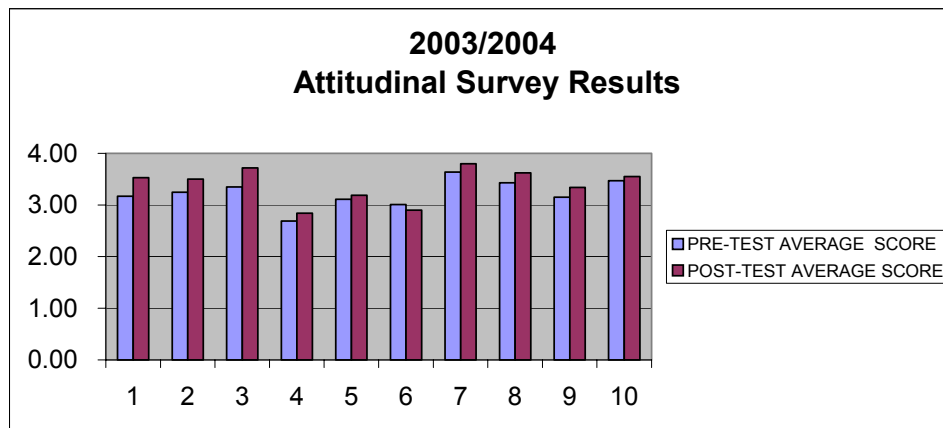
**Youth moving furniture at the Grand Island Veterans Home**

Youth Rehabilitation and Treatment Center  
Kearney, Nebraska  
**2003/2004 Attitudinal Survey Results**

QUESTION	IDEAL ANSWER	PRE-TEST AVERAGE SCORE	POST-TEST AVERAGE SCORE	ATTITUDE ADJUSTMENT
1. I have important things to say to others.	Strongly Agree = 4	3.17	3.53	0.36
2. I can tell people how I feel.	Strongly Agree = 4	3.25	3.50	0.25
3. I have control over what problems I show.	Strongly Agree = 4	3.35	3.72	0.37
4. I sometimes wonder if my friends are really my friends.	Strongly Agree = 4	2.69	2.84	0.15
5. I feel things would go better in my life if people would stop picking on me.	Strongly Disagree = 4	3.11	3.19	0.08
6. I feel safe when I'm locked up.	Strongly Disagree = 4	3.01	2.90	-0.11
7. I feel I can be honest with my family.	Strongly Agree = 4	3.64	3.80	0.16
8. If I want something, all I need to do is take it.	Strongly Disagree = 4	3.43	3.62	0.19
9. What I do has little effect on others.	Strongly Disagree = 4	3.15	3.34	0.19
10. When I get home things will be the same for me as they always were.	Strongly Disagree = 4	3.47	3.55	0.08
<b>Total Average Scores and Net Average Attitude Adjustment</b>		<b>32.28</b>	<b>33.99</b>	<b>1.73</b>

246 youth completed the pre and post tests

Average time between pre and post tests = 175 days



# **TREATMENT AND CLASSIFICATION**

## **ORIENTATION AND CLASSIFICATION**

*The Mission of the YRTC-K Orientation and Classification program is to facilitate each new youth's successful entry into the YRTC-K Youth Treatment Program and provide accurate, valid, and timely information to properly classify each youth to enable them to live better lives.*

Psychologist Associate Cox completed classification studies on 345 new YRTC-K commitments for the 2003/04 fiscal year.

The Psychologist Associate continued to participate in planning and training on the Youth Level of Service / Case Management Inventory.

The change to five working days for a newly committed youth to remain in the orientation unit, made during the 2003/04 fiscal year, has had a positive impact on the orientation program. Youth, who initially tend to act out, typically slow down quickly when assigned to a living unit group. Less negative behavior in orientation has also had a positive influence on D1 youth treatment group.

Gathering adequate background information on the newly committed youth remains a problem in some areas of the state. Some Courts do not follow the mandate of having an Office of Juvenile Service evaluation conducted within a calendar year of the youth's YRTC-K commitment. The transfer of information to YRTC-K has improved in most areas of the state. Adequate and accurate classification remains a key component in both meeting each youth's individual need and maintaining the YRTC-K population at 150.



YSS II Brian Farrar interviews a new youth.

# ***TREATMENT AND CLASSIFICATION***

## ***PSYCHOLOGICAL SERVICES***

*The Mission of the YRTC-K Psychological Services program is to communicate information pertaining to each youth's cognitive and emotional functioning which has implications for his treatment and placement planning enabling each youth to become a law-abiding and productive citizen.*

The YRTC-K Psychologist Services Program completed individual clinical interviews / evaluations and file reviews with written Psychological Update reports for 326 youth prior to classification during the 2003/04 year.

- Psychological Services program provided comprehensive reports including clinical interviews, mental status updates and formal/informal assessments for placement in follow-up residential treatment. Magellan applications were prepared and peer reviews / appeals related to youth eligibility were conducted as necessary.
- YRTC-K Psychologist Drieling conducted interviews/evaluations, observations, status reviews and reports for 11 youth referred due to threats/gestures of self-endangerment or other crisis issues this past year.
- Dr. Bigelow provided interim Psychological Services this spring due to Dr. Drieling's leave of absence.
- EAP functions were coordinated with EAP information periodically disseminated to staff and referral information provided upon staff request.
- Dr. Drieling participated in professional development activities addressing YRTC-K program needs and completed continuing education requirements for HHS Psychology licensure renewal.

# ***TREATMENT AND CLASSIFICATION***

## ***CHEMICAL DEPENDENCY PROGRAM***

*The Mission of the YRTC-K Chemical Dependency program is to provide each youth with effective assessment, education, and treatment for substance abuse services to assist youth to live better lives.*

### **ASSESSMENTS**

A total of 432 youth were committed to YRTC-K with the Chemical Dependency Program staff completing 286 youth assessments for substance abuse issues during 2003/04. The remaining 146 youth were assessed at other facilities. The level of risk determined by staff for youth committed to YRTC-K is as follows:

<b>Level of Risk</b>	<b>Youth Number</b>
High	410
Medium	16
Low	6

The C/D staff also had a 46% response rate for the YRTC-K family survey sent in regard to the youth's use of chemicals.

### **GROUPS AND CLASSES**

The Chemical Dependency (C/D) Program staff completed 428 group therapy sessions in 2003/04. This allowed 61 youth to receive chemical dependency assistance, which would be on the stabilization level of care. These sessions assisted youth in preparing for continued community treatment either at inpatient or outpatient levels. All of the youth that completed the Chemical Dependency groups were referred for follow-up services upon their YRTC-K release.

The C/D education component provided 426 classes with an average of 9 youth per class. The pre / post test data showed a 15.9% average increase in positive knowledge gained within these classes.

### **FOLLOW-UP TREATMENT**

There were 4 youth placed into inpatient treatment programs following their YRTC-K parole this year. These arrangements were completed through the C/D staff working with the youth's Youth Counselor, JSO, and facilities.

<b><u>Inpatient Facility's Utilized</u></b>	<b><u>Youth</u></b>
Center Pointe, Lincoln	2
Treatment Group Home	1
Valley Hope	1

There were 219 youth referred for follow-up care by C/D staff to outpatient treatment throughout the state. Services and levels of care were discussed with the youth's JSO. These services included long-term and short-term treatment, residential treatment, half-way homes, intensive outpatient care,

community support groups, drug/alcohol U/A screening instruments, and Treatment Group Homes.

### **HASTINGS JUVENILE CHEMICAL DEPENDENCY PROGRAM (HJCD)**

The purpose of the HJCD program is to provide YRTC-K youth with a long-term residential level of care. The youth must meet the following guidelines to qualify to transfer to HJCD. This includes: (1) Must be committed to YRTC-K (2) Must have a diagnosis of dependency as a primary diagnosis (3) Must be above the age of 13 (4) Must have attempted previous treatment interventions.

The number of YRTC-K youth actually transferred to HJCD were:

<b>Fiscal Year</b>	<b>Youth Transfers</b>
1999/00	41
2000/01	68
2001/02	59
2002/03	73
2003/04	115

### **SUMMARY**

Our statistics continue to reflect the seriousness of drug/alcohol use among youth committed to YRTC-K. Chemical Dependency staff continually look for updated materials for the educational component. Staff also provide training to YRTC-K staff to keep them informed. Chemical Dependency staff continue to receive the necessary training required by YRTC-K, as well as attending workshops and seminars in order to achieve CEU's necessary to maintain their CADAC certificates.



**Chemical Dependency Counselor II Dan Svoboda**



**Chemical Dependency Counselor I Becky Gellerman**

# **TREATMENT AND CLASSIFICATION**

## **SEXUAL TRAUMA PROGRAM**

*The Mission of the YRTC-K Sexual Trauma program is to provide each youth with effective assessment and treatment services to assist youth to reduce their risk of re-offending in order to live better lives.*

### **YRTC-K TRAUMA PROGRAM REFERRALS FOR 03/04**

Trauma Program Referrals originate from various YRTC-K sources. Eighty percent of all referrals originate from the Psychologist Associate and are generated within the first weeks of a youth's arrival. The remaining 20% are generated by the facility Administrator, Psychologist and Youth Counselors. Also included in this 20% are those youth who are automatically screened out by Trauma Staff and re-interviewed, due to their previous involvement in the YRTC-K Trauma Program. A referral is initiated for any youth, at any point in time during their stay, whenever a potential need for Trauma Therapy Services is suspected or revealed.

Victims	40
Perpetrators	18
Victim/Perpetrators	16
PTSD, Active and Disruptive	6
Sexual Offender Risk Assessments	7
Trauma program criteria not met	40
<b>Total</b>	<b>127</b>

### **PROGRAMMING**

Trauma Program services are individualized to meet the specific needs of each identified youth. An in depth interview with the youth, as well as a thorough review of the youth's history through research of available file information, provides a guideline for determining what services will best serve this youth. Additional information, as it becomes available, is also utilized for the purpose of this ongoing assessment of needs. Goals and interventions are individualized for each youth and integrated into the youth's Individual Treatment Plan (ITP).

The following program options are available to meet the needs of identified youth:

#### **Group Therapy**

This is an offender group for youth with perpetration issues. They are required to meet for 90 minutes, three times per week.

#### **Individual Therapy**

This consists of one hour weekly counseling sessions for those individuals who need to address issues of sexual victimization.

#### **Posttraumatic Stress Disorder (PTSD) Individual Therapy**

This consists of one hour weekly sessions for youth who are experiencing symptoms of PTSD secondary to childhood experiences of significant and debilitating abuse, causing considerable impairment and interference with their ability to adapt successfully to their social environment and responsibilities.

### **Sexual Offender Risk Assessments**

A comprehensive assessment is completed to determine a youth's current level of risk for sexually re-offending. This determination is more often a vital and key component relevant to issues of placement for a youth who has a history of sexually offending upon others.

### **Trauma Psycho-Educational Therapy**

There is a variety of educational resource material that is utilized with youth in both group and individual therapy, for the purpose of enhancing the learning process by accommodating all of the various learning styles that these youth engage in.

#### **Youth Program Involvement Statistics for 03/04**

Group Therapy	15 youth
Individual Therapy	41 youth
Risk Assessments	7 youth
Mental Health Status Exams	5 youth

- 12 of 15 youth successfully completed Trauma Program Group Therapy Services. Three youth that had begun Trauma Group at YRTC-K were identified as having more extensive needs and were subsequently administratively paroled and transferred to long-term residential sexual offender treatment programs.
- 4 youth had experienced previous success in working through their perpetrator issues and continued success in avoiding any re-offending thoughts and behaviors, utilized individual therapy services to address unresolved issues related to past victimization.
- 3 youth were identified for Individual Trauma Therapy Services to address unresolved victimization issues were administratively released. These youth were not a risk for harm to others; however, they were each provided with a recommendation for individual outpatient counseling upon their return home to ensure their opportunity to address and resolve these victimization issues.
- 10 youth were identified for Individual Trauma Therapy Services to address unresolved victimization issues but were transferred to HJCD due to their primary need for drug and alcohol treatment. Recommendations were also made for these youth to be provided with counseling services that would also address their unresolved trauma issues.
- 5 Mental Health Status Exams were completed with youth for the purpose of determining level of safety and ability to maintain safety in relation to current environment due to history of self-harming behaviors and/or history of mental instability (Axis I diagnosed) with these youth. Three of these youth that had been identified to be in need of psychiatric stabilization were subsequently transferred to Lincoln Regional Center (LRC) and provided with appropriate mental health services.

### **Adolescent Sexual Information Scale Pre and Post Test Tool (ASI):**

This is a therapeutic tool utilized with all youth that receive Trauma Program Services. A pretest score is obtained on each youth to determine level and severity of sexual thinking errors. This information is also utilized in determining specific educational needs for each youth, related to sexual boundaries and behaviors. A post test score is then obtained from each youth as they



near completion of the program. This score is obtained by administering the same test that was utilized for pretest purposes. A comparison of the pre and posttest score is then conducted to determine whether or not (and to what degree) the youth's sexual thinking errors were decreased. A decrease in score, means improvement with the youth's thinking (healthier sexual attitude and beliefs). This information is also an important consideration when determining the youth's aftercare needs and recommendations. The following scores were obtained:

<b>Pre &amp; Post Test Score Averages</b>	<b><u>Pre Test</u></b>	<b><u>Post Test</u></b>	<b><u>Overall Decrease</u></b>
Victim	38.24	28.57	9.67
Perpetrator	44.07	31.02	13.05
Victim/Perpetrator	45.57	30.57	15.00

#### **Trauma Program Treatment Hours Completed:**

Total individual therapy hours:	495.75
Average individual therapy hours per youth:	14.10
Total group therapy hours:	520.50
Average group therapy hours per youth:	48.50

#### **Trauma Program Recidivism:**

Seven youth that had previously completed the Trauma Program were recommitted to YRTC-K. Four of these youth returned as parole violators, while the other three returned as recomittments. Four of these youth had been previously identified as perpetrator / victims, while the other three youth were both victims. Of these seven youth, **none** had relapsed by re-perpetrating or by being re-victimized.

#### **CONCLUSION:**

Significant numbers of youth continue to be positively served through the YRTC-K's Trauma Program. The Trauma Program continues to provide a vital service for youth that have been negatively affected by traumatic events they have experienced. These events have impacted their lives in ways that have encouraged maladaptive methods of coping, thinking, and acting. Values, beliefs, and attitudes become distorted and propel youth down a life path filled with pain and destruction. Trauma Program in conjunction with YRTC-K's Youth Treatment Program, serves to provide each youth with the ability to alter this path and to lead themselves toward a new destination that will provide them with new opportunities to experience personal success.

#### **COMMENTS FROM YRTC-K YOUTH**

**"I did not understand that the way I dealt with stress was no longer helpful or necessary to me. I continued to react like the world was against me and I had to fight to survive. Abuse does this."**

**"I was not aware of the defenses that I had used for so long because they had become such an important part of my survival. I did not realize how much they kept me from getting what I really needed."**

# EDUCATION

*The Mission of YRTC-K's West Kearney High School is to provide each youth an environment to promote improved self-concept and awareness of himself and his surroundings, allowing him to develop academic and social skills strengthened through communication, cooperation, collaboration, customer service, and confidence that help youth have a better life.*

The 2003-2004 West Kearney High School (WKHS) academic year was productive for students and staff. WKHS continued as an accredited Special Purpose school through the Nebraska State Board of Education and an accredited optional school through the North Central Association of Schools and Colleges. WKHS is also an institutional member of the Correctional Education Association. The school's staff, 23 teachers and school principal, hold professional certificates from the Nebraska Department of Education. This school year the staff authored 329 Individualized Educational Plans (IEP). Our average daily student membership was 159 students.

## **GED/GRADUATES**

Fifty four (54) students earned their General Equivalency Diplomas (GED) through a cooperative effort with Central Community College (CCC). There were nine (9) GED graduation ceremonies provided for youth, parents and family.

## **BASIC EDUCATION**

WKHS Basic Education teachers administered 344 Woodcock-Johnson Psycho-Educational Battery-Revised pre-tests to students. Eighty (80) post Woodcock-Johnson tests were administered by the WKHS staff. These posttests indicate an 8.5 grade equivalency in reading and a 9.1 grade equivalency in math. Basic Ed teachers led 10 youth/parent MDT/IEP campus conferences this year.

## **TITLE I**

The WKHS Title I Neglected/Delinquent (N/D) project served 247 students. These students demonstrated an average gain of 1.2 years in reading and math. The students also earned an average of 4.7 high school credits toward their high school diplomas. More importantly, the student's self concept and attitude toward school showed an improvement of 10.9 (SCAL) and 9.0 points (ATTS). Ms. Lyon, Title I teacher, and Mr. Kleidosty, Principal, continued to serve on the NDE Title N/D State Practitioners Committee.

The West Kearney High School Title I Parent Advisory meeting was held May 11, 2004. Parents of 14 students attended the meeting.

**"My son is doing his work and we are proud of him." Youth Parent quote**

## **SPEECH LANGUAGE PROGRAM**

There were 102 students referred to the Speech and Language Lab. There were 81 students

tested with 72 students receiving services.

## **SCHOOL PROJECTS / SERVICES**

WKHS students and staff developed and participated in many fine projects throughout the year.

Mr. Witte's class participated in monthly collecting / recycling of paper.

One hundred students have taken the ASVAB test this past year with the help of Ms. Smith and Ms. Bower-Hansen.

Art projects included: Artist Norris Chee, Navajo painter, demonstrated and completed T-shirt airbrushing. Students attended MONA tours and story-telling workshops. Student art is regularly displayed in the school hall.

A variety of guest speakers presented information to the students in Career Ed class on the opportunities available to them for their future goals. Mrs. Smith also took the youth on field trips to observe firsthand some obtainable employment, i.e.: Central Community College, Vocational Rehabilitation, West Company, Holmes Plumbing and Steinbrink Landscaping.

Mr. Schmidt's students restored bicycles for the Christmas Goodfellows.

D1 students decorated a Christmas tree at Trails and Rails Museum led by Mr. Myers and Ms. Jorgensen.

Two Morton youth groups worked with writing activities to public elementary students in preparation for special events and activities at their school with Ms. Lyon.

Mr. Gress' building trades and woodworking classes have been helping at Habitat for Humanity and the Trails and Rails Museum.

Mr. VanVleet's class has been busy building picnic tables for the campus.

Several groups attended workshops and work projects at Rowe Sanctuary. One of the students remarked, **"I liked it because I got to be part of the community again. It felt good helping out to make it a cleaner place."**

Lincoln and Creighton groups spent many hours at care homes and the Senior Center participating in recreation activities, work projects and holiday activities. These were led by Ms. Davis and Ms. Jameson.

One UNK observation student had this to say about his duties at WKHS. **"During my time here, I often caught myself thinking about how "real" this kind of work is."**

Mrs. Emrick, WKHS Staff Assistant I, added a new page on the West Kearney High School web site for the YRTC-Kearney 125<sup>th</sup> Celebration. This page has been linked to Nebraska HHS System-Juvenile Services and Nebraska Optional Schools-NCA. This can be viewed at: [www.esu10.org/~westkrny/wkhshome.htm](http://www.esu10.org/~westkrny/wkhshome.htm)

## **STAFF TRAINING**

WKHS staff participated in on / off campus staff development training totaling over 1000 hours. In addition to HHS/OJS mandatory training (First Aid, CPR, CPI, HIPPA, AIDS) some of the training conferences / topics were: Nebraska Education Tech Conference; Nebraska Education Media Association; Nebraska Library Commission training; technology education; language impaired youth; special education updates and student strengths; Nebraska Math Convention.

When asked what they like best at WKHS, a teacher stated, **"I like the flexibility I have when working with these young men."**

## **SCHOOL IMPROVEMENT**

The Nebraska Department of Education school accreditation process continued this year. WKHS' single target goal is, "All students will demonstrate improvement in social skills".

WKHS administered over 2232 Social Skills pre/post tests to students since program inception.

The average gains are as follows:

Basic Social Behavior Expectations	+1.19
Simple Conversations Skills	+1.29
Application of Skills to Relationships	+1.48
Application of Skills to Problem Solving	+1.34

The goal of the Steering Committee is to have students show a gain of .75 or better with this calculation indicating a far greater improvement in the area of social skills for WKHS students.

A state regulation became effective October 1, 2003 which requires schools to implement an emergency treatment plan called Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis). The mission is to prevent deaths in schools from asthma or anaphylaxis through education, training and lifesaving medications.

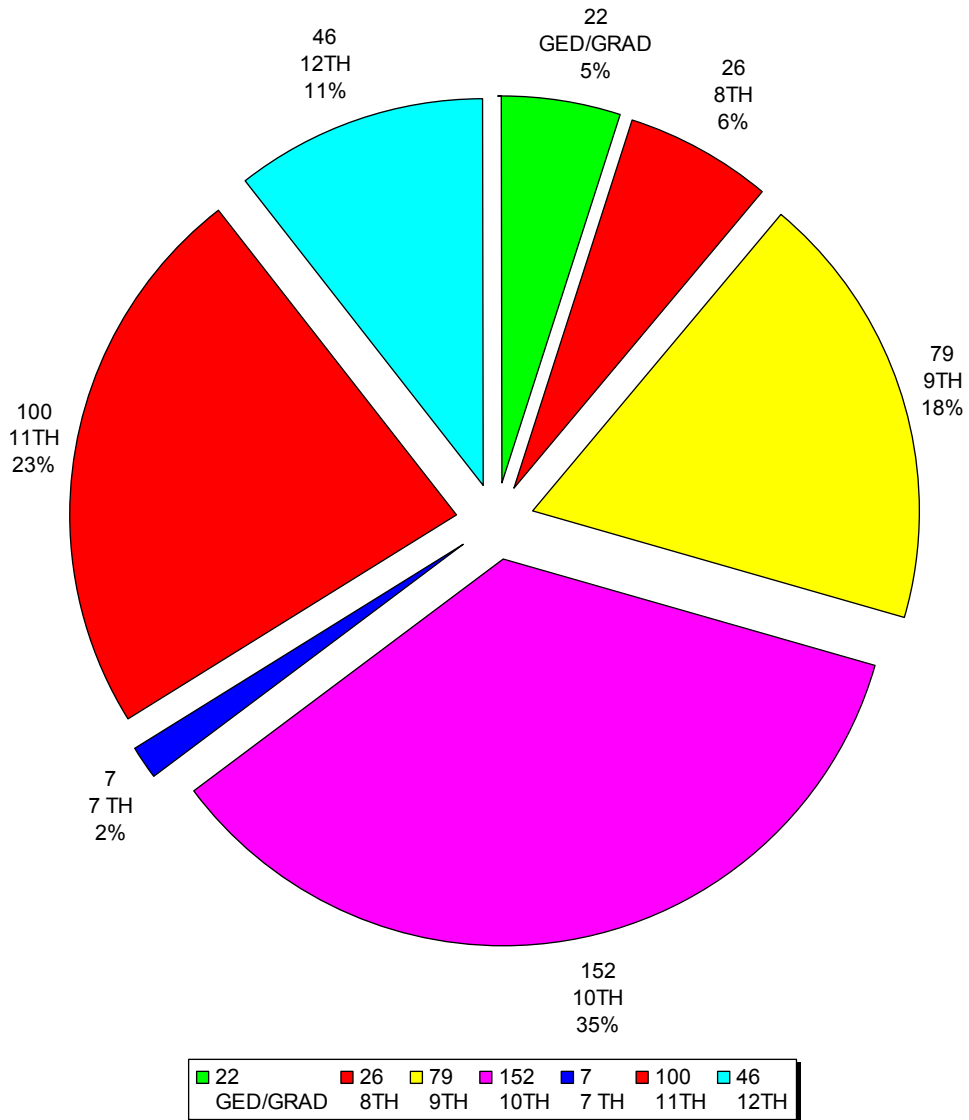
We have met the requirements for Rule 59. We have fourteen (14) trained emergency responders including school, security and medical staff.



Metals Teacher Morris Van Vleet instructs youth on the art of welding.

Title I Teacher Peggy Jorgensen helping youth with their studies.

**2003/04 Commitments by Grade Level**  
**432 Total Commitments**



# RECREATION

*The Mission of the YRTC-K Recreation Department is to help youth live better lives through mental and physical growth through a wide range of physical activities and educational programs.*

## **MAJOR ACCOMPLISHMENTS**

- ♦ The north football / soccer field was re-seeded in the fall by the YRTC-K Maintenance and Recreation staff.
- ♦ Concrete pads designed for team benches were poured at the Softball complex.

## **INTRAMURAL SEASONS**

### **2003 YRTC-K SOFTBALL Champions – Bryant I**

- ♦ 24th Annual All-Star Softball game
- ♦ 10<sup>th</sup> year of Toby and Beth Tollefson sky jumpers at All-Star game
- ♦ 56 games played

### **2003 FOOTBALL Champions – Lincoln I**

- ♦ First season of sharing field with Soccer
- ♦ 84 games played

### **2003 VOLLEYBALL Champions – Lincoln I**

- ♦ First full year of rally scoring
- ♦ 132 matches played

### **2004 BASKETBALL Champions – Morton I**

- ♦ 26<sup>th</sup> Annual All-Star game
- ♦ New P.A. system put into use at All-Star Game
- ♦ 130 games played
- ♦ 10 games vs. area middle schools and amateur teams

### **2004 Soccer Champions – Lincoln II**

- ♦ 35 games played

### **2004 Beach Volleyball Champions – Washington I**

- ♦ 66 matches played
- ♦ First full season of rally scoring

## **OPEN RECREATION PARTICIPATION**

### **Open Recreation Participation**

- 2003-04 total – 2,596 groups
- Monthly group average – 220 groups
- Daily group average – 7.11

### **Release Youth Participation**

- 2003-04 total – 1,030 youth
- Monthly average – 172
- Daily average – 6

### **Total Program participation including P.E. classes**

- ♦ 2003-04 total – 51,838 youth
- ♦ Monthly average – 4,319 youth
- ♦ Daily average – 139 youth

## **PHYSICAL EDUCATION**

President's Challenge fitness test

- ♦ 11 Presidential winners
- ♦ 32 National winners

## **COMMUNITY RELATIONS**

Throughout the 2003/04 fiscal year 1,925 YRTC-K youth provided 38 local organizations with 3,850 labor hours of service. If the current minimum wage is used, the youth volunteered \$19,827 to community organizations.

- ♦ The YRTC has become partners with the Rowe Sanctuary in helping upgrade their facilities. 28 YRTC-K groups helped with projects throughout the sanctuary. YRTC-K was recognized with a **Governor's Point of Light Award** this year for this partnership.
- Two groups provided labor for Yanney Park during the year.
- YRTC-K groups fulfilled their obligation by walking the YRTC road "Adopt-A-Road" on six separate occasions. Other area roads were walked 16 times by YRTC-K youth groups. 2 youth groups also walked with the Noon Lions Club on their Adopt-A-Road east of Kearney.
- The Kearney High Booster Club utilized Wimberley Gymnasium as one of the sites for their annual basketball tournament. A YRTC-K youth group served as statisticians and clock operators. There was \$300 deposited in the Youth Welfare Fund due to this activity.
- Mr. Basketball donated 12 basketballs following tournaments during the year and also provided entry for 8 YRTC-K groups at the annual Mr. Basketball Tournament held in July.
- The local Salvation Army again provided gifts for parents of YRTC-K youth at Christmas time. Volunteers helped youth choose and wrap gifts to be sent home. This is the 29th year for this activity. Local volunteers also donated Christmas cards and stamps for youth to send to family.
- YRTC again provided staff and release youth to ring the bell for the Salvation Army kettles at K-Mart. This was the 33rd year for this effort.

# **COMMUNITY SERVICE/COLLABORATION/ACTIVITIES**

*The primary goal of the YRTC-K youth community service/activities program is to enable youth to return volunteer service as a part of the restorative justice concept.*

All YRTC-K youth are led by staff in service projects throughout the year. The second goal of the YRTC-K service program is to collaborate with the Kearney community whenever possible to strengthen long standing partnership, i.e., UNK, KVFD, City of Kearney. Thirdly, our staff has a long running commitment of service to the Kearney community which continues to expand. The following are examples of youth and staff service:

## **UNIVERSITY OF NEBRASKA AT KEARNEY**

The relationship between UNK and YRTC-K was again productive for both institutions. The UNK Student Activities Staff actively pursued YRTC-K youth to include them in UNK campus activities. YRTC youth assist in each event's preparation when possible, but many times are invited to enjoy themselves as spectators. YRTC-K benefited from this partnership in the past year by again utilizing vans supplied by UNK during holiday and vacation periods.

Following are more examples of the partnership's benefits.

- 29 YRTC youth groups attended UNK wrestling meets and football, basketball, & volleyball games as well as concerts held at the Health and Fitness Center. Groups cleaned up following eighteen of the events.
- For the 8th year YRTC groups have been involved in the set up and tear down of the UNK Blue-Gold Day at the beginning of the fall semester. Three YRTC groups participated in this celebration by working and then taking part in the food and activities offered.
- One YRTC group provided 12 hours of work helping the staff of the "Frank House" on UNK's campus prepare for a garage sale.

## **GRAND ISLAND VETERAN'S HOME**

The YRTC-K and the Grand Island Veteran's home formed a partnership new in 2003-04 whereby two YRTC-K youth groups on a monthly basis traveled to the GIVH to provide labor in light maintenance and grounds work as well as interact with the members of the home. These groups made nine trips to the home including a day of training.

YRTC-K was nominated for a Governor's Point of Light Award for this project. GIVH also recognized YRTC-K at their Annual Volunteer Recognition Program in July, 2004.

## **BOY SCOUTS AND CAMP AUGUSTINE**

The YRTC-K has been providing work for the Boy Scouts at Camp Augustine as the partnership is in its second year. During 2003-04, YRTC-K groups provided three days of labor at the camp including grounds work and setting up camping areas. In return 5 groups were able to take part in the confidence course at the camp. YRTC-K is looking forward to participating in the complete course during the 2004-05 year.



## **COMMUNITY SERVICE**

- 4 YRTC-K groups cleaned the approach road and area around the Kearney City Land Fill.
- 1 YRTC group helped with general cleaning and organizing at the Kearney Goodwill Store during their school vacations.
- 20 truckloads of clothing bales were loaded by 20 YRTC groups for the Salvation Army. Four other groups helped the Salvation Army by packing food baskets for Christmas delivery, peeling donated potatoes and general cleaning.
- 1 YRTC group spent 8 hours helping the trails and Rails Museum decorate for the Christmas holiday.
- 1 YRTC group and 3 release youth helped with the Kearney Community Thanksgiving dinner at the Knights of Columbus. This was the sixth year for Lincoln Living Unit to donate their assistance.
- 5 YRTC groups helped clean up the fairgrounds after such events as the Cattleman's Classic, Honey Sunday and the Kiwanis pancake feed.
- The area Antique organization again provided a holiday pizza meal for YRTC-K youth remaining on campus during Christmas furlough in return for the 4 groups that set up and tore down exhibits at the Buffalo County Fairgrounds throughout the year. This is the fifth year for this partnership.
- Groups helped lay sod and shingle various houses built by the Habitat for Humanity organization. This is the fifth year YRTC has been involved with this organization.
- 9 YRTC groups visited and helped at area care centers and assisted living settings as well as the Area Agency on Aging.
- 4 YRTC-K groups helped with the Elks Hoop Shoot held in January. This was the 9<sup>th</sup> year YRTC helped with this event.
- 4 groups and 2 YRTC release youth worked 4 full days at Mid-Nebraska Community Services moving clients and other tasks.
- 2 YRTC groups helped clean up for the Kearney Fire Department's Annual Pancake Feed.

## **ENTERTAINMENT AND RECREATION IN THE COMMUNITY**

- 28 YRTC groups attended activities at the Museum of Nebraska Art (MONA).
- 4 YRTC groups went on over night camping trips to Ft. Kearny and the Windmill State Recreation Area near Gibbon.
- 51 barbecues and/or meals prepared by living units were held on the YRTC campus.

- 74 groups went on one-day outings such as fishing, bird watching, etc.
- 6 YRTC groups attended concerts at KHS sponsored by the Kearney Community Concert Association.
- 2 YRTC groups attended the Buffalo County Career Fair held at the Ramada Inn.
- 29 YRTC-K groups went on nature walks in the Kearney area.
- For the fifth year, a local businessperson donated YRTC youth admission to the Rotary Travel and Adventure series held at Kearney High School. Five groups were able to take advantage of this generosity.

### **VOLUNTEERISM**

- Daylight Donuts donated 169 trays of donuts during the year.
- The Gideons provided Bibles for YRTC youth on two occasions.



**Youth navigate the confidence course at Camp Augustine.**



# MEDICAL

*The Mission of the YRTC-K Medical department is to provide effective, comprehensive professional health care services for every youth by qualified medical personnel to help youth live better lives.*

Medical personnel met HHS Licensure requirements and are governed by written job descriptions approved by the contracted physician and HHS Medical Director.

The medical personnel include one full-time RN, one full-time LPN, and one part-time LPN. Daily sick calls are held so youth can report any problems. Comprehensive health care services are provided from admission through discharge.

Access to health care is explained to all youth. All youth are screened on an individual basis. An intake screening form is used by orientation unit staff at the time of commitment. Information from this form alerts staff to any immediate problems. A nurse completes a comprehensive nursing assessment with each youth within seven days of arrival. A physical is done for each youth within fourteen days unless records show one was done within 90 days. The contracted physician comes one day per week and if treatment is needed between physician visits, arrangements are made and the youth is transported to his or her local office.

The contracted part-time dentist or hygienist also sees each new youth within seven to fourteen days and as needed. Outside referrals are made as needed.

Medical information is also requested through a questionnaire sent to all parents/guardians. Immunizations are updated according to state law.

The training officer or medical personnel give training to all staff. Special medical needs training is done as needed.

Medical staff arrange for all levels of health care to ensure comprehensive quality care for each youth.



Dental Care Services	Fiscal Year 02-03	Fiscal Year 03-04
Youth Seen	939	919
Procedures Done	3136	3106

<b>Nursing/Medical Care Services</b>	<b>02-03</b>	<b>03-04</b>
Youth Exams	6,353	5,426
Staff Exams	111	173
Adult Inmate Exams	10	10
Immunizations	321	257
STD Testing	219	155
HIV Testing	185	113
Miscellaneous Lab	62	38
Nursing Assessments	476	451
X-ray	34	41
Urine Drug Screens	76	69



**RN Kim Frink and LPN Mary Reed**

<b>Physician Medical Care Services</b>	<b>02-03</b>	<b>03-04</b>
Youth Physicals	447	445
Exams	300	218
Surgeries	5	4
Opthamology Referrals	102	110
Orthopedic Referrals	18	23
Emergency room	22	14
Miscellaneous Referrals*	133	65

\* Includes X-ray, dermatology, podiatry, oral surgeries, private physicians, etc.

## **QUOTE**

**“The Administrator’s and the Medical Health Coordinator’s continue to provide excellent care for the youth and should do well in the audit process.” Excerpt from Blaine Shaffer, MD, Medical Director, HHS quarterly Health Authority Visit report.**



**Dental Assistant Jacki Buettner**

# FOOD SERVICE

*The Mission of the YRTC-K Food Service department is to provide each youth a high quality and nutritionally well balanced meal which is attractively served in a safe, pleasant and clean environment.*

The Food Service department served 169,951 youth meals and 15,330 staff meals for a total of 185,281 meals served during 2003/04. The average cost was \$1.09 per meal or \$3.27 per day.

On special holidays, such as Thanksgiving and Christmas, youth and their family are encouraged to enjoy a traditional meal at YRTC-K. This year there were 103 family members sharing Thanksgiving dinner and 57 family members sharing Christmas dinner. Thirty-one (31) GED cakes were furnished to living units for youth successfully completing their GED tests. Two hundred six (206) Birthday cakes were made for youth celebrating birthdays with their group. Numerous special activities involving the Food Service Department were requested, such as picnics, camp outs, and special cooking projects. Food and paper items were made up and sent out for these projects. There was 32,656 pounds of meat consumed, which averages 3.8 ounces per meal. USDA commodity assistance used was \$29,588.16 which averages \$.15 per meal.

The Food Service Department has 10 full time employees and one 20 hour employee that includes: one Food Service Director, two Food Service Specialists and 7.5 Food Service Cooks. Of the Food Service Cooks, 2.5 train and supervise the youth performing dish and utensil cleaning. The staff ensures proper sanitation standards are being observed as evidenced by continued high marks from the State Health Inspector. The Food Service Department continues to produce high quality homemade type meals. Youth comment on how good the food is and how they will miss it when they leave.

## Food Service Inventory

Inventory control records are maintained on all stock items used in the Food Service operation. Records are updated and adjusted monthly throughout the fiscal year.

Food Service Inventory	FY 02-03	FY 03-04
Items on Inventory	460	493
Value of Ending Inventory	\$38,660	\$32,498

End of the fiscal year inventories were conducted on June 30, 2004 by staff from the warehouse, canteen and business office. All supplies and materials as well as equipment were accounted for and reported.

## Comments from YRTC-K youth and staff:

**"Thank you for helping C3 with the bake sale. Your help was greatly appreciated."...Thank you note**

**"Thank you for the supplies for our baking day."...A3 Thank you note**

# MINISTERIAL

*The Mission of the YRTC-K Ministerial Program is to provide information, programming, and counseling for all youth who request services to assist them in strengthening their spiritual lives to encourage them to lead a better life.*

In carrying out this mission, the first step is to interview each new YRTC-K youth to determine where they are religiously and to see how we may be of assistance to them. This year 339 new youth were interviewed by Chaplain.

There was a total of 2,898 youth in attendance at church services throughout the year. This is an average of 55.7 per Sunday.

Two Bible studies are available to the youth each week. Adult volunteers lead the evening Bible studies. The total number of youth attending the Bible studies was 549. This is an average of 11.4 youth attending each week.

At the youth's request, the Chaplain is available for personal counseling. During the year, 274 youth requested and received spiritual counseling.

The Chaplain is also available to the staff for personal or spiritual counseling. During the year, there was a number of staff counseling opportunities.

There are volunteers who assist in the spiritual ministry at YRTC-K. There is presently one volunteer who participates on a regular basis and others who are available to assist on special occasions. There were 73 hours of volunteer time donated during the year.

There was a total of 99 youth baptized by the protestant Chaplain from July 2003 through June 2004.

During this past year there were 11 special chapel / church services:

1. Don Dartt, a youth speaker, singer & puppeteer ministered to the youth in Sunday morning church on 9/21/03.
2. On 9/22/03 Youth Direct brought a special outside assembly for all the youth at YRTC-K. There was an ex-Navy seal who was a dribbling artist, a Christian hip hop singer called TEST, a former pro-type athlete named Bret Merkle who came back from a debilitating accident, and Don Smarto who was redeemed from a Mafia type family.
3. Missionary Rex Harmon, a missionary to the outcasts who live in the slum area of Kingston, Jamaica, called Trench Town, spoke to youth in the Sunday morning church service on 10/19/03. He shared about God's protection in the midst of lawless drug dealers and drug addicts.
4. The Covenant Players held a chapel for all of the youth presenting positive messages through the use of drama skits on 10/23/03.
5. On 11/16/03 and 3/28/04 the Kearney Countryside Christian Church youth led the Sunday church services.

6. James Wilson, a former juvenile offender whose life God has changed, shared his testimony in the morning church service on 11/30/03.
7. Both the Catholic Chaplain and the Protestant Chaplain conducted Christmas Eve services for the youth at YRTC-K.
8. The youth from the Gibbon Baptist Church led the Sunday morning service on 3/14/04.
9. Missionary to Spain, Kent Albright, shared with the youth at the Sunday morning church service on 4/4/04.
10. Former Nebraska assistant coach Ron Brown spoke to the youth in the Sunday morning church service on 5/16/04.

#### **COMMENTS FROM YRTC-K YOUTH:**

**“When I came to Kearney I hated religion mostly because my family pressured it on me most of my life so maybe I just rebelled. Now that I’m here I’ve attended church and some Bible studies. My parents are still a little pushy but now I am open to the idea and don’t have to listen to anybody’s reasons for believing but mine.” A2 youth**

**“The church here at YRTC has helped me a lot in my 6 months here. It has given me new ways to approach certain situations and new ways of looking at life and I thank God and Pastor Valdois. . .” W3 Youth**

#### **2003/04 Religious Preference**

Total Youth Commitments: 432

Bahai	1
Baptist	22
Catholic	86
Christian	110
Church of God	1
Evangelical	2
Jehovah Witness	6
Lutheran	17
Methodist	5
Mormon	4
Native American	9
Navarene	2
No Preference	157
Pentecostal	1
Presbyterian	2
Protestant	6
Seventh Day Adventist	1
<b>TOTAL</b>	<b>432</b>

# ***FINANCE AND SUPPORT***

## ***BUSINESS OFFICE***

***The Mission of the YRTC-K Business Office is to provide effective financial and support services for YRTC-K staff and youth to help them live better lives.***

As part of Health and Human Services, Finance and Support, the business office continued to ensure effective services in the following areas: budgeting and financial operations accounting, financial responsibility (trust/welfare funds), purchasing, supply and fixed asset management, human resources and other support services.

### **BUDGET & FINANCIAL OPERATIONS ACCOUNTING:**

YRTC-K's annual allotment for the 2003-2004 year was \$8,053,501. Additionally we were able to carryover \$366,580 from the prior fiscal year (02-03) to bring our total allotment for the fiscal year to \$8,420,081, an overall increase of \$293,391. The annual budget break down by fund was as follows:

<b>Fund</b>	<b>FY 02-03</b>	<b>FY 03-04</b>
General	\$6,991,665	\$7,501,239
Cash	\$ 517,381	\$ 386,363
Federal	\$ 617,644	\$ 532,479
Total	\$8,126,690	\$8,420,081

Funds were distributed in the following categories:

<b>Categories</b>	<b>FY 02-03</b>	<b>FY 03-04</b>
Personal Services	\$5,826,845	\$6,714,297
Operations	\$2,246,941	\$1,680,820
Travel	\$22,464	\$24,964
Capital Outlay	\$34,434	\$0

In July 2003 our maintenance staff was transferred from the State Building Division back to YRTC, after two years of being under their direction. In response to that transaction, our budget saw a major movement of \$566,121 from operating to personal services. In years past, we had paid State Building Division a monthly fee of \$67,605 to cover salaries; benefits and operating based on square footage of the facility. With the move of the staff back to YRTC-K's leadership, the monthly fee was reduced to \$33,498 per month to cover operations only.



YRTC-K recorded 637 receipts totaling \$103,845, significant sources of income for the fiscal year were:

Child Support:	\$ 761
Donations	\$ 1,175
Meal ticket sales:	\$ 3,098
Alfalfa cuttings:	\$ 4,478
Farm Lease:	\$33,999
Canteen sales	\$58,699

Expenditures of funds, as per the June '04 budget status reports, included:

Expenditures	FY 02-03	FY 03-04
Personal Services	\$5,639,728	\$6,207,792
Operations	\$1,899,282	\$1,645,319
Travel	\$10,752	\$8,132
Equipment	\$141,521	\$36,474

Major purchases during this year were: computer equipment, laser color printer, fax machines, carpeting for school, renovations for CD room remodel, security radios, office chairs, chairs for media center, file cabinets, welder, drafting machines, clothing for youth, computer desks, refrigerator repairs, carts for dining room, etc.

Our office prepared a total of 2,034 payment documents this past year.

## **FEDERAL GRANTS**

YRTC-K is responsible for the processing of quarterly and annual reporting of federal grants for YRTC-K as well as budgeting and reporting information for the Title I Grant for YRTC-Kearney, YRTC-Geneva and Lincoln Regional Center's Morton School. Applications were processed, submitted and approved for funding for 10 federal grants.

- ◆ Title 6 ESEA Grant \$3,306 (through 9/03)
- ◆ Title I Grant \$87,415 (through 9/03)
- ◆ Title I Grant \$ 122,839 (through 9/04)
- ◆ Title I Grant \$ 116,770 (through 9/05)
- ◆ Vocational Education Grant \$47,500 (through 6/04)
- ◆ Vocational Education Grant \$47,500 (through 6/05)
- ◆ Special Ed Grant \$40,000 (through 9/03)
- ◆ Special Ed Grant \$40,000 (through 9/04)
- ◆ Title V ESEA – Part A \$2,966 (through 9/03)
- ◆ Title V ESEA – Part A \$2,713 (through 9/04)

## FISCAL RESPONSIBILITY – TRUST & WELFARE FUND

### *YRTC-Kearney Trust Fund accounting included:*

YOUTH TRUST FUND	FY 02-03	FY 03-04
Beginning Balance	\$2,676	\$5,600
Total Revenue Received	\$78,005	\$87,964
Disbursements	\$75,081	\$87,529
Checks Written	1001	1006
Ending Balance	\$5,600	\$6,094
Interest Earned	\$7	\$9
Reimbursed Damages	\$2,017	\$1,898
Checks to Canteen	\$50,527	\$46,237

### ***Welfare fund:***

WELFARE FUND	FY 02-03	FY 03-04
Beginning Balance	\$31,638	\$22,802
Revenue	\$2,728	\$1,666
Donations	\$1,102	\$1,175
Transfer of Canteen Profits	02-03 profit not transferred until FY 03-04	\$8,955
Disbursements	\$12,496	\$10,570
Ending Balance	\$22,802	\$24,030

The welfare fund funded youth holiday gifts, public announcement/speaker system, entrance fees to local community programs, i.e. Community Concert, Dancing Leaf Lodge, Champion Sports, I-Max theater, membership and usage fee for the Overland Trails Boy Scout Camp at Camp Augustine in Grand Island, NE, video rentals and miscellaneous pet supplies.

## PURCHASING

All orders for supplies and equipment are placed through our office, with proper tracking throughout the process up to delivery date. The procurement function of NIS was not in a "go live" mode for HHS during this fiscal year. We will begin using this function in the 2004-2005 fiscal year.

	FY 02-03	FY 03-04
Materiel Requests for Purchase	1261	1325

We had a total of 47 purchase orders over the \$500 limit during this fiscal year. These purchases included educational supplies (books), youth clothing, chain link fencing, asbestos abatement, furniture, maintenance supplies and repairs, office equipment, computer equipment and glass and door repair.

On September 1, 2003 direct purchase authority limit for agencies was increased from "any dollar amount below \$5,000" to "any dollar amount below \$10,000", with some exclusions based on State Statute. With this increased purchase authority, the purchasing process has become a very timely process with few delays.

## Supply Inventories and Fixed Asset Management

Inventory control records are maintained on all stock items in the warehouse and food service operation. Records are updated and adjusted monthly throughout the fiscal year.

Warehouse Inventory	FY 02-03	FY 03-04
Items on Inventory	305	306
Value of Ending Inventory	\$51,092	\$52,355

Food Service Inventory	FY 02-03	FY 03-04
Items on Inventory	460	493
Value of Ending Inventory	\$38,660	\$32,498

Equipment Inventory	FY 02-03	FY 03-04**
Items on Inventory	157	58
Value of Ending Inventory	\$289,024	\$328,996

\*\*Inventory for fixed asset limit was changed from \$750 limit to \$1,500, eliminating over 100 items of fixed assets that had to be accounted for annually.

Maintenance fixed assets were transferred back to YRTC-K in April 2004 from State Building Division.

## HUMAN RESOURCES:

YRTC-Kearney was notified in August 2003 that HHS had created an additional .50 FTE for a Human Resource Officer to be placed at our facility, with supervision and support from the Hastings Regional Center. This position was filled in December and a positive effect has been seen with the additional staff. As time goes on, we are constantly redefining the duties in an effort to get our Human Resource Department to the level where we feel our staff's needs are being met.

### FTE Authorized 146.10 positions

(As of 6/30/04)

### PROFILE of an average YRTC-K employee:

- 72% Male - 28% Female
- 95.5% White, 3.2% Hispanic, 1.3% Black
- 44 years of age
- 10.03 years of service
- Average Salary \$29,321

During 2003 – 2004 we had the following movement in employment

YRTC-Kearney	FY 02/03	FY 03/04
Hired	40	31
Temps Hired	12	11
Retired / Passed away	0	2
Resigned	24	21
Terminated	7	7
Promoted/ Transferred	4	12
Demoted/ voluntary & involuntary	20	2
Staff Turnover	23%	25%

YRTC-Kearney – Finance & Support Positions	FY 02/03 no movement during this FY	FY 03/04
Hired	0	2
Retired	0	1
Resigned	0	1

All new employees were trained on campus from Health and Human Services, Human Resources and Development, Training Coordinator. The Human Resource Officer provided pre-service orientation training on human resources rules and regulations, payroll and benefits to each new employee.

The Human Resource area focused on recruitment this year by enrolling in 3 different job fairs, creating new newspaper advertisements, working directly with the University of Nebraska-Kearney and the local Nebraska Work Force Development office. Employment applications and security checks were accepted and processed on potential employees, interns and volunteers.

	FY 02-03	FY 03-04
Applications Received	289	357
Security Checks Completed	47	56

In addition child / adult abuse neglect registries were checked on all new employees. In May 2003, Health & Human Services began pre-employment drug testing on all potential employees for “safety-sensitive positions”.

### **Affirmative Action and Equal Opportunity Commitment**

The Nebraska Health and Human Services (HHS) System is dedicated to creating and sustaining a unified, accessible, caring, and competent health and human service entity. This dedication translates into an understanding that all persons are entitled to work and advance on the basis of qualifications and competence, to be treated with dignity and respect, and to be free from discrimination on the basis of race, religion, national origin, disability, color, sex, age, or marital status. Equal employment opportunity and affirmative action are integral parts of our daily operations.

In an effort to foster good labor relations, the Administrator, Assistant Administrator and Business Manager Eirich meet quarterly with representatives from NAPE; to discuss labor/management issues to cultivate good labor relations.

### **Benefits**

The annual Open Enrollment for Insurance Benefit changes was held in October 2003 with the effective date for coverage January 1, 2004. There were no new vendors for the health, dental, vision and flex providers this year. And minimal cost increases were seen in the health and dental plans and a decrease in vision premiums. Mutual of Omaha was the only new vendor this year for life insurance, premium rates also went down during this open enrollment period.

The YRTC-K Finance & Support team provided informational question and answer periods by attending all team meetings in most departments or by visiting their work site to ensure all employees had the necessary information needed to make good decisions when completing their open enrollment options.

## **Payroll / Leave Management / Timekeeping**

We completed our first full year in using the KRONOS timekeeping system and we have experienced no problems with paychecks being generated from this system. We do at times experience trouble with the badges or the badge readers. This is an on-going process and we continue to work to get these issues resolved.

We continue to get additional HR / Payroll support from the staff at the Hastings Regional Center, our main communication with them is through e-mail and phone and this works fairly well. We have developed a good rapport with the HRC HR Department and they readily share their knowledge with us, as we also share our knowledge with them.

The YRTC-K Finance & Support staff are also timekeepers for the 1<sup>st</sup> and 2<sup>nd</sup> shift security staff. We are also responsible for ensuring timesheets are distributed on a bi-weekly basis and verification of all computer entries by all facility timekeepers. This past year, we have worked with HRC to develop a database to keep track of all leave balances. This is updated on a bi-weekly basis.

## **Tuition Assistance**

Tuition Assistance for Health and Human Services System employees was suspended during FY 2002-2003 due to budget constraints. However, it was made available to employees again during FY 2003-2004. We had a total of seven employees apply for tuition assistance during this year.

## **Employee Accident Reports and Tort Claims**

	FY 02-03	FY 03-04
Tort Claims Approved	1	1

- ◆ Tort Claim filed by employee – Clothing ruined while giving medication - \$80.00

Additionally one tort claim form was given to a visitor who fell while on our campus and another form given to a citizen whose vehicle had been stolen by one of our youth and had been wrecked – as of June 30, 2004, we had not been contacted by Risk Management regarding these claims, it is unknown if the people the tort claims forms were given to followed up on the paperwork.

	FY 02-03	FY 03-04
Accident Reports Filed	2	16

Accidents include:

- ◆ Education Department - 4 reports - laceration to thumb, bruised ankle and laceration to foot and toes – all done while helping youth with school recreation/projects. One accident report was completed for allergies incurred

while renovations were being done in the school area.

- ◆ Security Department - 5 reports - fractured wrist, cuts and bruises, knee injury, back strain all incurred while recreating / working with youth, restraining youth, chasing escapees and assault on staff.
- ◆ Food Service Department – 2 reports – broken ankle and shoulder injury. Broken ankle due to wet floor and shoulder strain from lifting.
- ◆ Maintenance Department – 5 reports – electrical shock, 2 - shoulder injuries, eye injury and laceration to leg caused by chain saw mishap.

Two employees were off work due to their accidents this year – maintenance personnel - 4 months of lost time due to shoulder injury and ensuing surgery and recovery time and food service personnel – 2 months of lost time due to broken ankle and recovery time.

### **2003 Service Awards**

YRTC-K staff completing 10 years or more of service with the State of Nebraska were recognized for service at the Nebraska State Employee Recognition Ceremony in Grand Island in October 2003. Additionally, staff completing 5 years or more of service with YRTC-K were recognized at the annual YRTC-K Christmas party in December 2003.

#### **❖ Years of Service**

- ❖ 30 Years – Tim Jorgensen – Youth Counselor I  
David Kottich – Assistant Administrator
- ❖ 20 Years - Michael Buchta – Youth Security Specialist II  
Alice Kuhn – Teacher  
Gerald Stevens – Youth Security Supervisor  
Deb Murrish – Accounting Clerk – F& S  
Deb Eirich – Business Manager – F & S
- ❖ 15 Years - Scott Casper – Youth Counselor I  
Pat Deutsch – Teacher  
Sid Haarberg – Youth Security Supervisor  
Patricia Hilty – Food Service Cook  
Tim O'Dea – Administrator  
Dan Theobald – Training Coordinator – F&S  
James Christensen – Maintenance

- ❖ 10 Years - Jolene Jarecki – Staff Assistant II  
Richard Hancock – Maintenance
- ❖ 5 Years - John Dutton – Youth Counselor I  
Vicki Holloway – Secretary II  
Brian Robinson – Youth Security Specialist I  
Becky Gellerman – CD Treatment Specialist  
Michael McDonald – Religious Coordinator I  
Viola Luce – Food Service Cook  
Peggy Jorgensen – Teacher

### **Employee / Manager of the Year**

*Alice Kuhn, Reading Teacher – YRTC-K Employee of the Year and HHS Employee of the Year*

*Ron Cox, Associate Psychologist – Manager of the Year and HHS Manager of the Year*

### **Employee Recognition:**

YRTC-K also recognizes employees for their service throughout the year in accordance with HHS employee recognition program

- ◆ Dan Svoboda – employee / manager of the year program - \$30.00 Buffalo Bucks
- ◆ Rey Rodriguez, Jennifer Harden and Sue Bokenkamp – GED program - \$30.00 Buffalo Bucks each
- ◆ Rey Rodriguez – Grand Island Vets Home project - \$30.00 Buffalo bucks
- ◆ Sid Haarberg & Jolene Jarecki – PBS program - \$30.00 Buffalo bucks
- ◆ Jolene Jarecki & Judy O'Brien – Employee of the Year runner ups - \$30.00 Buffalo Bucks
- ◆ Support team of the Year – Food Service Department - each team member received \$30.00 Buffalo Bucks
- ◆ Employee recognition Month – all employees were given coupons for 1 free bag of popcorn in the Canteen
- ◆ Employee of the Year – Alice Kuhn awarded with \$30 of Buffalo Bucks and \$500 bonus for HHS employee of the Year.
- ◆ Supervisor of the Year – Ron Cox - awarded with \$30 of Buffalo Bucks and \$500 bonus for HHS Manager of the Year.

Mr. O'Dea also recognized 46 individual employees for good deeds, special projects, anything above and beyond the normal duties of their positions with YRTC polo shirts.



## **SUPPORT DUTIES:**

The Finance and Support team also provides support to many miscellaneous areas including:

## **VEHICLE COORDINATION**

Vehicle transportation is essential to YRTC-K for the transportation of youth and staff to activities, meetings and appointments. The Finance and Support staff work with the Transportation Service Bureau and Health & Human Services vehicle coordinators to ensure the facility have enough vehicles to meet our needs. In addition, we work with the University, borrowing their vans when additional transportation is needed during special events. The YRTC-K maintenance staff maintains vehicles and coordinates travel plans for a TSB motor vehicle pool in Kearney for state employees within the area.

	FY 02-03	FY 03-04
Total Miles Driven	30,403	32,709
Accidents	1	2

## **YOUTH CALLING SYSTEM (YCS)**

The Youth Calling System service is supplied by AT&T. We have experienced few problems since the inception of this vendor in April 2003. We did receive updated computer equipment this past fiscal year for monitoring and inputting information into the system. There were 1,951 completed phone calls during fiscal year 2003-2004.

## **INFORMATION TECHNOLOGY & SUPPORT (IS&T)**

This area of support is shared by 3 departments, Administration (Staff Assistant II), Education (Media Specialist) and Finance and Support (Business Manager) and we continue to make great strides in this area. This past year we were able to purchase 7 new computers and acquired 33 used computers to ensure every employee had access to a computer in their work area. These acquisitions enabled us to meet our goal of eliminating every "dumb terminal" on campus. We also received 2 new computers through the HHS quarterly replacement plan. All indications at this point are that our facility will be receiving approximately 14 new computers in the next fiscal year through the quarterly replacement plan.

Staff Assistant, Ms. Jarecki and Media Specialist, Ms. Divan, have been in contact with IS & T to develop a network system for the youth. They have attended training on LAN Managers training provided by ESU 10. We have been notified that YRTC-K will be receiving an additional 60 used computers from HHS IS&T to be used for youth network in the next couple months.

One year ago - we had 15-25 users on campus, today we now have 158 staff users. With the addition of the youth network, we have predicted another 150 users by the end of the next fiscal year. With increased computer technology on campus we have suggested to HHS IS&T that they consider putting an IT person at our facility full time. We continue to receive computer support from IS&T for repairs, upgrade, installations.

### **Travel Assistance**

The finance and support team also make all travel arrangements for staff when traveling out of town for meetings, training, etc. We had one employee who traveled out of state this year to Nevada for an Adolescence and Family Conference



**Human Resource Officer Shawna Erbsen and Business Manager Deb Eirich**

# ***FINANCE AND SUPPORT***

## ***STAFF DEVELOPMENT***

*The purpose of Human Resources and Development is to provide an on-going single delivery system of staff development, in order to bring about staff behavioral changes and to allow staff to acquire new knowledge in the area of delinquency control, prevention and treatment with the ultimate goal of enabling every youth the opportunity to succeed upon their release.*

The Youth Rehabilitation and Treatment Center - Kearney training department prepares new employees by instruction through classroom education and job-site observation of YRTC-K programs. The department also allows current employees to sharpen and refresh acquired skills. It is also responsible for keeping employees current on facility policies.

During fiscal year 2003-2004, YRTC-K employees accumulated over 10,000 hours of training. This was accomplished by attending pre-service, in-service and specialized training at off campus sites. Some of this specialized training included computer training at the Grand Island Veteran's Home, Recognizing Sexual Con Games at the Hastings Regional Center and many other conferences attended by YRTC staff.

YRTC-K was 100 percent compliant with the number of training hours to meet the accreditation standards for the American Correctional Association. This was accomplished by employees and supervisors working to complete their required training.



**Training Coordinator Dan Theobald**

## CANTEEN

*The mission of the YRTC-K Canteen is to provide effective commissary services for YRTC-K youth, staff and visitors in a clean and safe environment with timely and friendly customer service.*

The Canteen continues to be a favorite spot for the youth and their families. The Canteen is open 5 days / 20 hours per week, to provide personal hygiene and snack items for sale to youth, families, staff and guests.

	FY 02-03	FY 03-04
Days Open	221	241
Total Sales	\$63,150	\$58,199
Average Daily Sales	\$285	\$241
Ending Inventory	\$6,271	\$7,171
Gross Profit	\$8,954	\$8,573

## WAREHOUSE

*The mission of the YRTC-K warehouse is to provide YRTC-K youth and staff with effective and quality supplies to meet customer needs.*

Youth Security Specialist II, Robin Smith is in charge of operations of the warehouse. He provides for the receiving and issuing of all institutional supplies, materials and equipment. Monthly physical inventories are taken to insure accuracy.

	FY 02-03	FY 03-04
Requisitions Processed	1164	1125
Youth Served	1458	1345

Mr. Smith continues to be a valuable resource in helping supervise / oversee the farmland and is an effective liaison between YRTC-K and the leasee. He attended meetings held by Nebraska Public Power Water District regarding irrigation water for the year and kept Administration abreast of all situations / conditions that would affect our farm ground.

# ADMINISTRATIVE / CLERICAL SUPPORT

## STAFF ASSISTANT II

*The Mission of the YRTC-K Staff Assistant Program is to provide timely support services for YRTC-K youth and staff to communicate and collaborate with P&S field staff.*

### Central Office Reporting

The Staff Assistant II tracked youth case plans received by YRTC-K. Case Plans are sent to YRTC-K upon completion within established timelines by JSO's on youth under their supervision who are committed to YRTC-K. Ms. Jarecki originates a monthly report of case plans received / not received. This report is divided by service area and Juvenile Service Officer. As of 7/13/04, 45% of the YRTC-K youth had case plans.

### JSO/Youth Counselor/YRTC-K Liaison

Ms. Jarecki coordinates JSO campus visits. The goal of OJS/YRTC-K is that all YRTC-K youth receive visits from their JSO to facilitate placement planning, parole expectations, and communication with Youth Counselors (YC's) on youth's progress and expectation of youth's needs once he leaves YRTC-K. Ms. Jarecki generated a report sent to YRTC-K Administrator and OJS on the JSO's participating in visits and the number of youth seen.

FISCAL YEAR 2002/2003	Number of Visiting JSOs	Number of Youth Interviewed
July 03	20	70
Aug 03	39	134
Sep 06	44	132
Oct 03	17	65
Nov 03	23	77
Dec 03	37	142
Jan 04	38	139
Feb 04	39	139
Mar 04	0	0
Apr 04	41	142
May 04	45	135
Jun 04	44	141
<b>TOTALS</b>	<b>387</b>	<b>1316</b>

The Staff Assistant II coordinates and attends all youth parole revocation hearings and insures allegation information is passed on to the YC I's and paperwork is placed in youth files. There was 1 youth reinstated to parole as a result of their parole revocation hearings. Thirty-three youth either waived their revocation hearing or their parole was revoked in 2003/04.

The Staff Assistant II coordinates youth travel plans for releases on parole, furloughs, placement visits and discharges from YRTC-K/OJS/HHS. Travel plans were completed for 437 paroled / discharged youth this year.

The Staff Assistant II completed reservations for youth's families to attend Thanksgiving and Christmas dinners with their sons. Ms. Jarecki arranged travel plans for youth approved for Holiday furloughs. This involved formulating travel plans both to and from YRTC-K and the youth's home. Following are some parental comments regarding their son's home furloughs:

**"I really think that YRTC has done my son a lot of good, he has really came a long way he has changed his attitude a lot. He has changed his way he is looking down a brighter and clearer road"**

**"I can see a big difference in my son-his attitude, he's more patient, no anger, he's open with his feelings-I'm just amazed and so proud of him-Many thanks to YRTC, to his group, to his Youth Counselor and everyone involved in his life – will never be forgotten. Thank you."**

**"He is showing a lot more maturity and responsibility for his actions. I am very happy with his progress at YRTC- Thank you."**

**"Thank you for your help with my son for growing up and for changing his attitude with me. Appreciate everything you do with my child. Thank you for everybody's work in Health & Human Services."**

## **SWITCHBOARD OPERATOR (SBO) / RECEPTIONISTS**

***The Mission of the YRTC-K SBO/Reception Office is to provide administrative support services for YRTC-K youth, staff and visitors through timely and friendly customer service.***

The Switchboard Operator (SBO)/Receptionist department consists of four, .50 FTE. The SBO/Receptionists are scheduled from 0700 to 2000 Monday through Friday and 0800 to 1600 Saturdays, Sundays and holidays. All SBO/Receptionists completed 100% of their training requirements, which include mandatory training hours in CPR, First Aide and CPI.

SBO/Receptionists perform numerous duties during their shift which include: greeting all visitors to YRTC-K campus, answer & transfer incoming phone calls, place and record long distance phone calls, sort/distribute mail, return & forward mail, prepare certified mail & FedEx packages, distribute faxes, and sell meal tickets. They also perform daily errands, such as bank deposits, pick up glasses from Optometrist, pick up items purchased locally, drop off & pick up items from ESU #10, etc.

## VISITOR DATA

Month	Number Youth Visits	Number ON Campus Visits	Number OFF Campus Visits
Jul '03	214	62	152
Aug '03	221	67	154
Sep '03	242	94	148
Oct '03	193	71	122
Nov '03	289	112	177
Dec '03	194	74	120
Jan '04	194	81	113
Feb '04	232	80	152
Mar '04	216	79	137
Apr '04	222	86	136
May '04	263	92	171
Jun '04	205	63	142
<b>TOTAL</b>	<b>2685</b>	<b>961</b>	<b>1724</b>

Another duty is to retrieve and disseminate PDI information requested by courts, probation/parole offices, etc.

P D I	REQUESTS
JUL '03	10
AUG '03	15
SEP '03	12
OCT '03	14
NOV '03	17
DEC '03	19
JAN '04	11
FEB '04	12
MAR '04	24
APR '04	18
MAY '04	15
JUN '04	16
<b>TOTAL</b>	<b>183</b>

The total number of PDI requests for fiscal year 02/03 was 209 and 183 in fiscal year 03/04.

# PHYSICAL PLANT / MAINTENANCE

*The Mission of the YRTC-K Maintenance department is to maintain a safe and sanitary campus environment for YRTC-K youth and staff to allow the YRTC-K Youth Treatment Program to meet youth needs in order to live better lives.*

## **FUNDING**

Funding for projects has been provided this fiscal year by the Department of Administrative Services, State Building Division (SBD), the 309 Task Force for Building Renewal and by the YRTC-K budget.

### **SBD FUNDED PROJECTS:**

- Replace fan motors roof top A/C condenser unit Creighton Living Unit
- Replace sewer vent line at Gomez Hall
- Rewire air handlers L&W Living Unit – old wires worn through and grounded out
- Re-build 440 hustler mower – bearings, bushings, pins etc.
- Installed new ultra violet sensor on #2 boiler
- Replace two fan motors in A/C condensers on roof of L&W Living Units
- Replace gas line at BDR on serving line
- Completed local and SWI inventories and transferred to HHS
- Haul 182 dump truck loads of fill dirt to ball fields from north of golf course. 182 x 5 cubic yards = 910 cu. yards of fill
- Installed new compressor south walk-in cooler at BDR
- Repair tube in Murray boiler, still leaks after hydro test, boiler will need to be replaced
- Disconnect utilities to patrol house, KVFD used house for training burn, area site cleaned and filled by Blessing Construction
- Up-dated MSDS sheets for ACA
- Replace bearing in Dickson Living Unit air handler

### **309 TASK FORCE PROJECTS**

- Lincoln Living Unit restroom remodel – new plumbing and fixtures, wall and floor tile, lighting, counter tops with sink basins, new ceilings, new doors, all new piping for domestic water, all new waste lines, etc.
- BDR – new roof mount exhaust fans for laundry, kitchen and restroom
- BDR – new door and stainless steel jamb for clipper room
- Miller and Associates consulting Engineers conducted flow test and water study on all fire hydrants and piping
- Dodge A/C project – change building from window A/C units to central A/C with heat and make-up air. This project involved ceiling removal, duct work, outside condensing unit and air handler on 2<sup>nd</sup> floor. Cost \$116,139.
- Dickson mechanical – remove gas fired boiler and water heater from building, connect steam line to boiler plant, install steam coil in air handler for heat, install plate and frame for domestic hot water and add water softener. Cost \$55,644
- Vocational Building – infrared overhead unit heaters replaced. Cost \$3,500
- Gomez Dining room – kitchen condensing unit replacement. Cost \$2,000
- School HVAC Project – new chiller, new piping throughout building, duct work for outside air, new fan coil units, new fin tubes in heating units. Cost \$375,000. Project is near completion – should be done by middle of July 2004.
- Lincoln and Washington Living Unit dorm and restroom remodel. Lincoln unit done – Washington in progress. This includes old floor tile and mastic removal, new floor tile, re-paint walls, new ceiling, remodel restrooms and remodel staff office.



Most of these projects were both funded by the 309 Task Force and YRTC-K maintenance budget. These projects were completed by maintenance staff which resulted in major savings for YRTC-K and the State of Nebraska.

#### **SBD & YRTC-K FUNDED PROJECTS:**

- Installed window blinds in classrooms at School
- Dickson Living unit – remove old fence, form and pour concrete for play pad (no grass in fenced area) and replace chain link fence
- Replace concrete walkways at Washington, Creighton Living Units, laundry at BDR and pad for benches at ball field.
- Chapel – remove pews, sand graffiti out, refinish and reinstall
- Administration Building – Chemical Dependency classroom construction project. This project involves extensive demolition of old wall, floors, plumbing etc. and construction of new walls; plumbing, heating, cooling, electrical, flooring, etc.
- Morton Living Unit – replace ceiling in office, game room and lounge area
- School – abate asbestos floor tile and mastic in four classrooms and replace with carpet
- BDR – prep and re-paint walls in south dining area
- BDR – warehouse painted 1/3 of floor, will paint remaining floor when ready

#### **TRAINING**

- Adult CPR – all maintenance staff
- Asbestos Refresher course for re-certification
- Class 6 backflow for re-certification hours (15 hrs every three years)
- Boiler and Chemicals – all staff
- Lock-out / Tag-out – 9 staff
- Annual Report – all staff
- Metasys Controls – all staff
- Lotus Notes and Word at Grand Island Veteran's Home – 7 staff
- HVAC Controls – 5 staff
- Haz-mat training – 2 staff
- Mandatory training hours – all staff

#### **TOTAL WORKING HOURS**

Total working hours for the fiscal year 2003/2004 is as follows:

Miscellaneous project hours	16,130
Work Order hours	298
PMI hours	<u>233</u>
<b>TOTAL HOURS:</b>	<b>16,661</b>

#### **COMMUNITY SERVICE**

This year the YRTC-K maintenance staff donated platelets and 42 pints of blood to the American Red Cross.

On April 3<sup>rd</sup> 2004 the Superintendent's House was used as practice burn for the Kearney Volunteer Fire Department. This was one of the oldest buildings on campus and was used to house the YRTC superintendents until 1988. It then served as an office for the Nebraska State Patrol until November 2003.



# STATISTICAL INFORMATION

On the following pages, statistical information is provided on youth that were admitted to the Youth Rehabilitation and Treatment Center - Kearney in 2003/04.

The statistics are gleaned from the Office of Juvenile Services Management Information System. It should be noted that some data are the result of youth self-reporting and are subject to validity problems. Demographic information is based upon committed youth, not total admitted youth. Below are the distinctions between committed and admitted youth:

**Admissions** include commitments, parole violators, recommitments, parole safekeepers, and court safekeepers.

**Commitments** are considered to be only committed youth, parole violators and recommitments. Parole safekeepers and court safekeepers are not placed in the youth treatment program and are generally housed in our Dickson security unit due to their short length of stay.

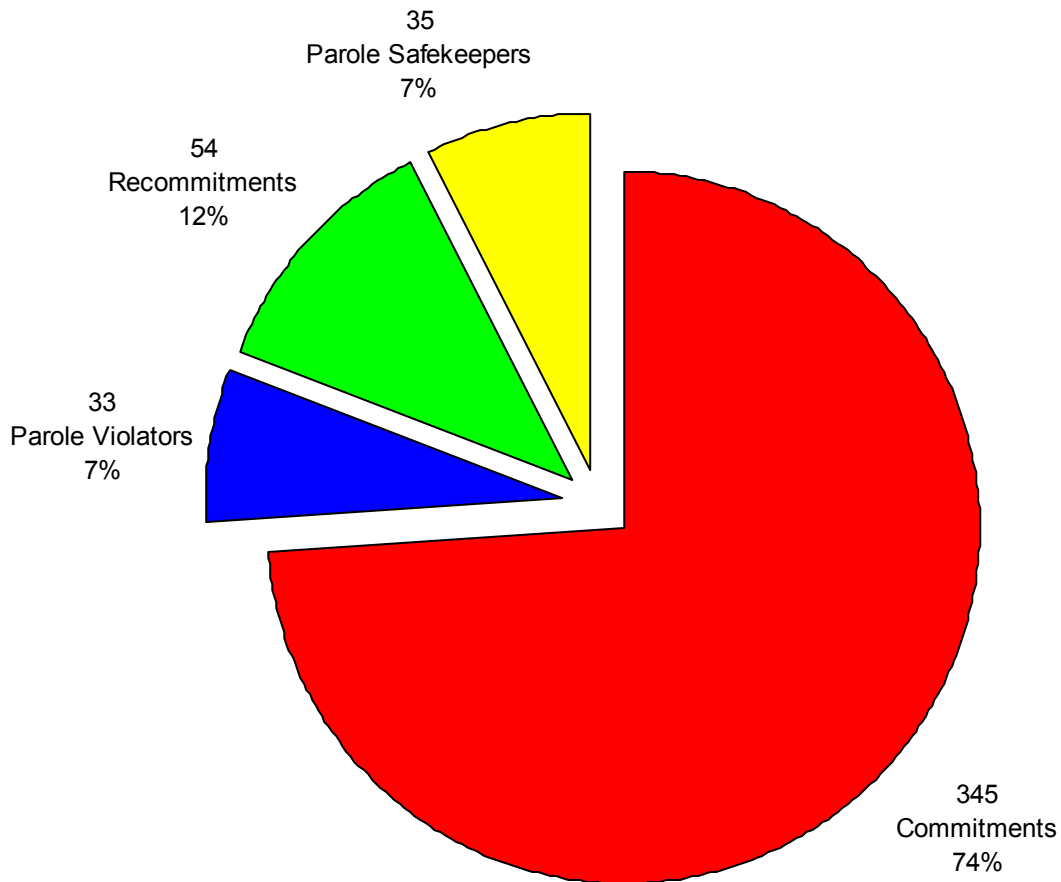
- ***Commitments*** are youth who are committed to YRTC-K by a Nebraska Court where the youth is adjudicated delinquent by Nebraska State Statute 43-247. Youth sent here for misdemeanor offenses are adjudicated under 43-247 (1) statute. Youth committed for felony offenses are adjudicated under 43-247 (2). Federal and Nebraska law does not allow youth who are considered status offenders to be committed to a YRTC.
- ***Parole Violators*** are youth who had been committed to YRTC-K and were released on parole status. The youth violate parole by not adhering to parole requirements such as school attendance, curfew, etc. Generally a youth does not return to YRTC-K *unless he has violated the law*.
- ***Recommitments*** are youth who were originally committed to YRTC-K and then paroled or discharged. The youth then commits a new offense and the Court commits him to YRTC-K.
- ***Parole Safekeepers*** are youth who are returned to YRTC-K until a hearing can be held to determine if parole should be revoked. .
- ***Court Safekeepers*** are youth placed at YRTC-K by the Court for short-term holding. Counties pay YRTC-K a per diem rate on court safekeepers. YRTC-K acceptance is based on current campus population. No status offenders are accepted.

**Releases** include administrative parole, parole, supervision parole, institutional discharge, administrative discharge, reinstatement, revocation, and court safekeeper discharge.

- ***Administrative Paroled*** youth are those who are released from YRTC-K due to population management or an opening in a treatment facility. The youth is under the supervision of an HHS/OJS Juvenile Service Officer.
- ***Paroled*** youth are those who are released from YRTC-K by completing the youth treatment program and are nominated for release and approved by the Treatment Team and Administration. The youth is under the supervision of an HHS/OJS Juvenile Service Officer.
- ***Supervision Paroled*** youth are those who were classified as lower risk youth by the Classification Committee. The youth is under the supervision of an HHS/OJS Juvenile Service Officer.

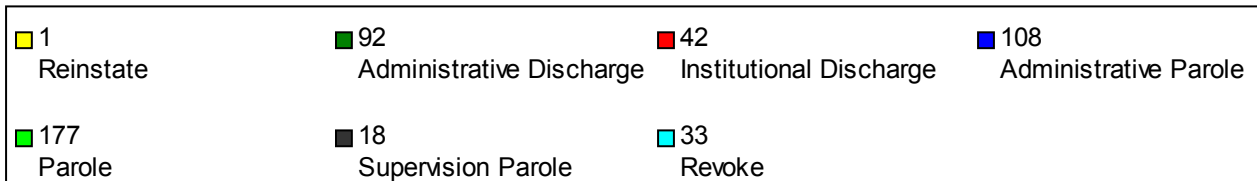
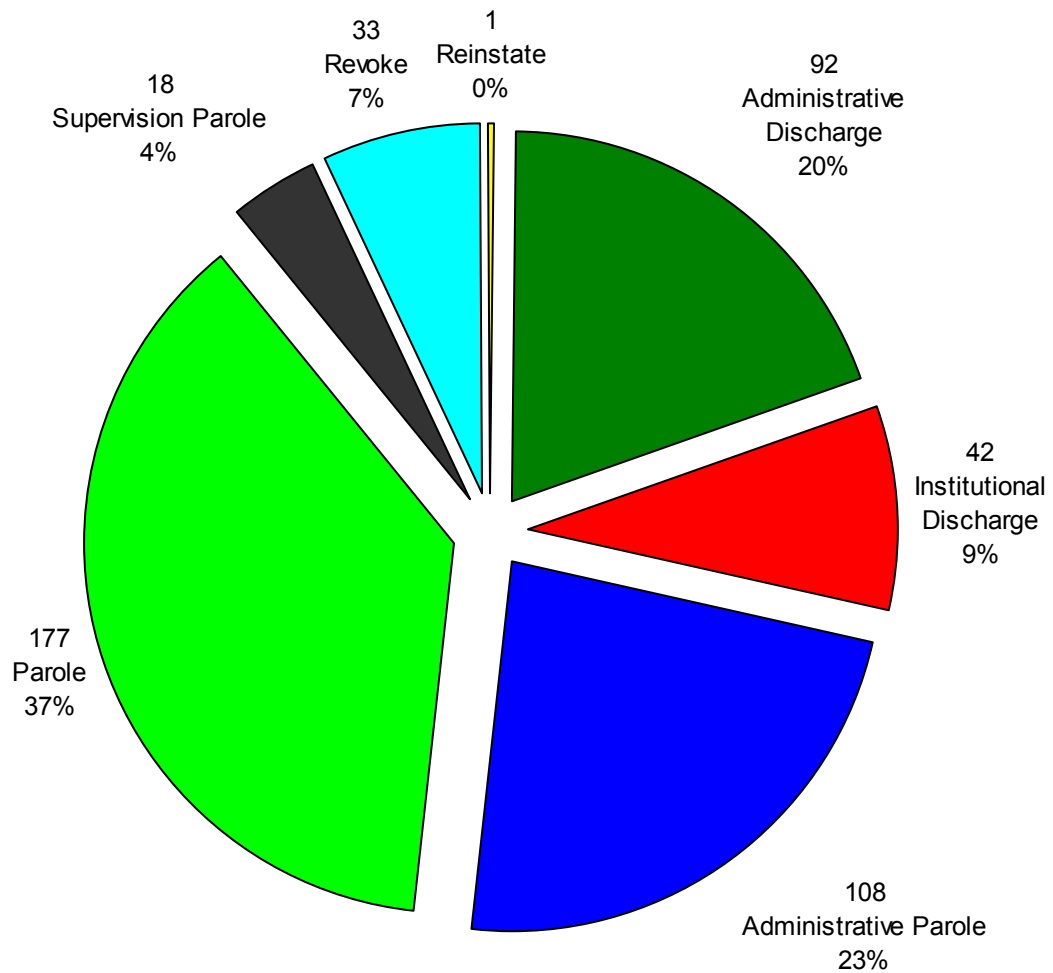
- ***Institutional Discharge*** youth are those who have been released from YRTC-K with no parole supervision. They have completed the youth treatment program and were nominated for release and approved by their Treatment Team and Administration. Generally these youth have reached their 18th birthday and earned their high school diploma or the GED.
- ***Court Safekeepers Discharge*** are youth released when the Court orders their return.
- ***Administrative Discharge*** are youth who have been released from YRTC-K due to population management with no parole supervision. Generally these youth have reached their 18th birthday and earned their high school diploma or the GED.
- ***Revoke (Revocation)*** are youth who have violated their parole agreement and their parole is revoked.
- ***Reinstated*** youth are those who are returned to parole supervision.

## 2003/04 Total Admissions 467 Total Youth

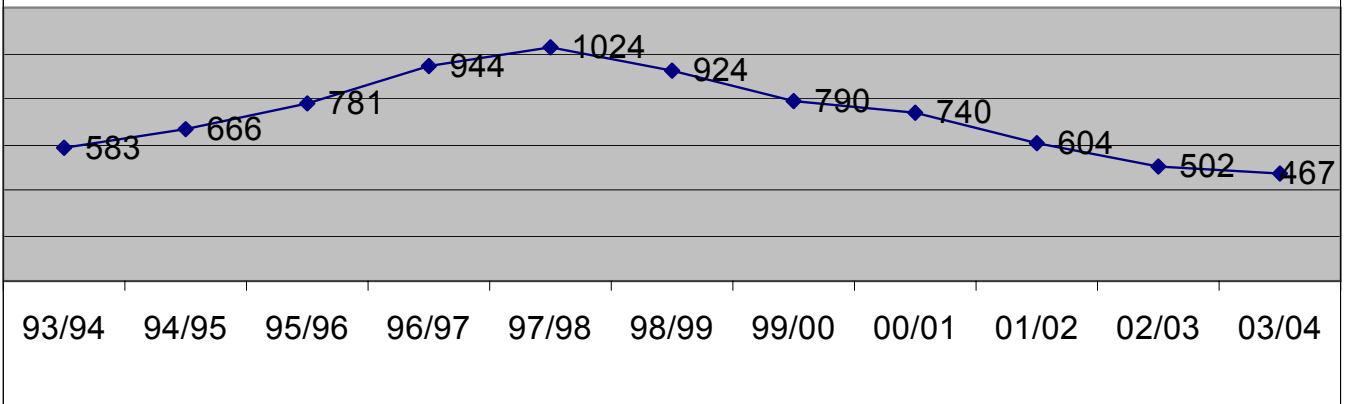


## 2003/04 Total Releases

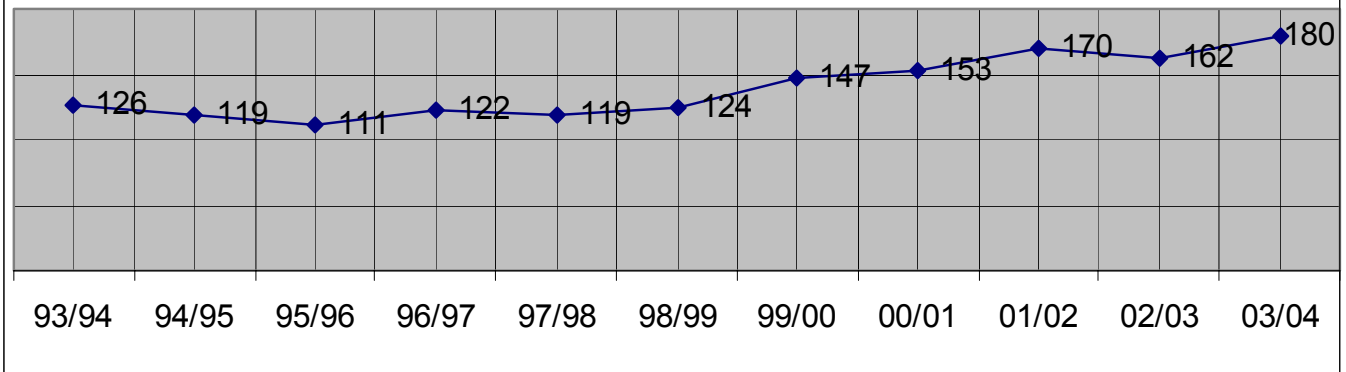
### 471 Total Youth



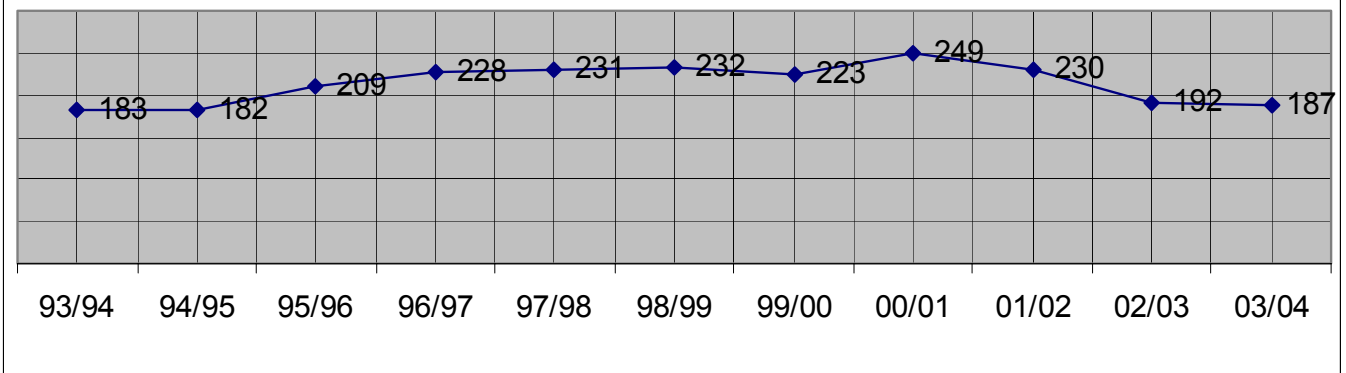
### YRTC-Kearney Total Admissions by Fiscal Year



### YRTC-Kearney Average Length of Stay by Fiscal Year



### YRTC-Kearney Average Daily Population by Fiscal Year



\*03/04 Data does not include HJCD transfers and Youth Classified as a Level 3

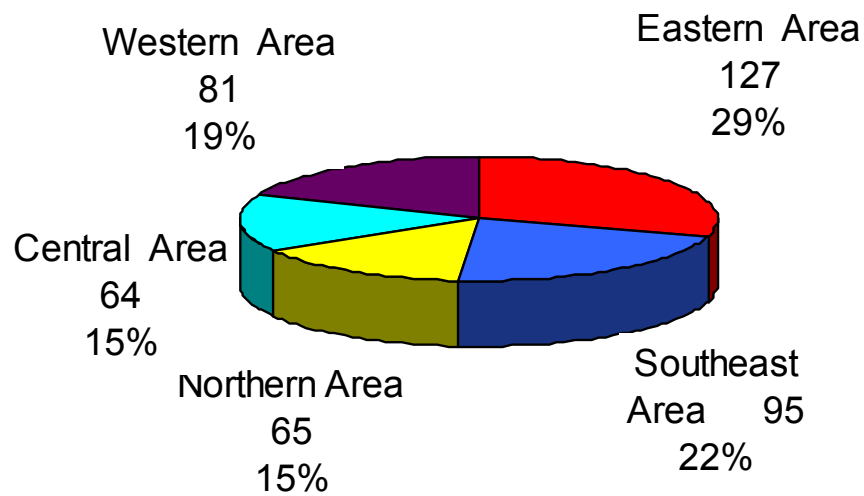
## 2003/04 Commitments by County

COUNTY	SERVICE AREA	NUMBER OF COMMITMENTS	PERCENTAGE
ADAMS	Central Area	11	2.55 %
ANTELOPE	Northern Area	1	0.23 %
BOX BUTTE	Western Area	9	2.08 %
BUFFALO	Central Area	20	4.63 %
BUTLER	Southeast Area	1	0.23 %
CASS	Southeast Area	2	0.46 %
CHASE	Western Area	1	0.23 %
CHEYENNE	Western Area	1	0.23 %
CLAY	Central Area	1	0.23 %
COLFAX	Northern Area	4	0.93 %
CUMING	Northern Area	1	0.23 %
CUSTER	Central Area	3	0.69 %
DAKOTA	Northern Area	9	2.08 %
DAWES	Western Area	3	0.69 %
DAWSON	Western Area	12	2.78 %
DEUEL	Western Area	2	0.46 %
DODGE	Northern Area	12	2.78 %
DOUGLAS	Eastern Area	119	27.55 %
FRONTIER	Western Area	1	0.23 %
GAGE	Southeast Area	11	2.55 %
GOSPER	Western Area	3	0.69 %
HALL	Central Area	17	3.94 %
HAMILTON	Central Area	2	0.46 %
HOWARD	Central Area	5	1.16 %
JEFFERSON	Southeast Area	4	0.93 %
KEITH	Western Area	3	0.69 %
KIMBALL	Western Area	3	0.69 %
KNOX	Northern Area	1	0.23 %
LANCASTER	Western Area	72	16.67 %
LINCOLN	Western Area	7	1.62 %
MADISON	Northern Area	24	5.56 %
MERRICK	Central Area	2	0.46 %
PHELPS	Central Area	2	0.46 %
PIERCE	Northern Area	2	0.46 %
PLATTE	Northern Area	5	1.16 %
RED WILLOW	Western Area	1	0.23 %
SALINE	Southeast Area	1	0.23 %
SARPY	Eastern Area	8	1.85 %
SCOTTS BLUFF	Western Area	27	6.25 %
SEWARD	Southeast Area	2	0.46 %
SHERIDAN	Western Area	8	1.85 %
STANTON	Northern Area	2	0.46 %
THAYER	Southeast Area	1	0.23 %
THURSTON	Northern Area	2	0.46 %
VALLEY	Central Area	1	0.23 %
WASHINGTON	Northern Area	2	0.46 %
YORK	Southeast Area	1	0.23 %



TOTALS:		432	100.00 %
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## Commitment Service Areas



■ Eastern Area	127	■ Southeast Area	95
■ Northern Area	65	■ Central Area	64
■ Western Area	81		

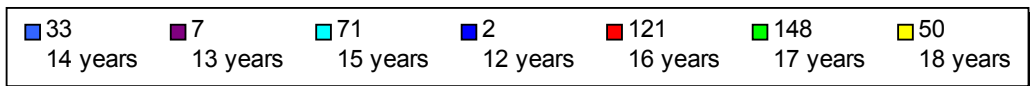
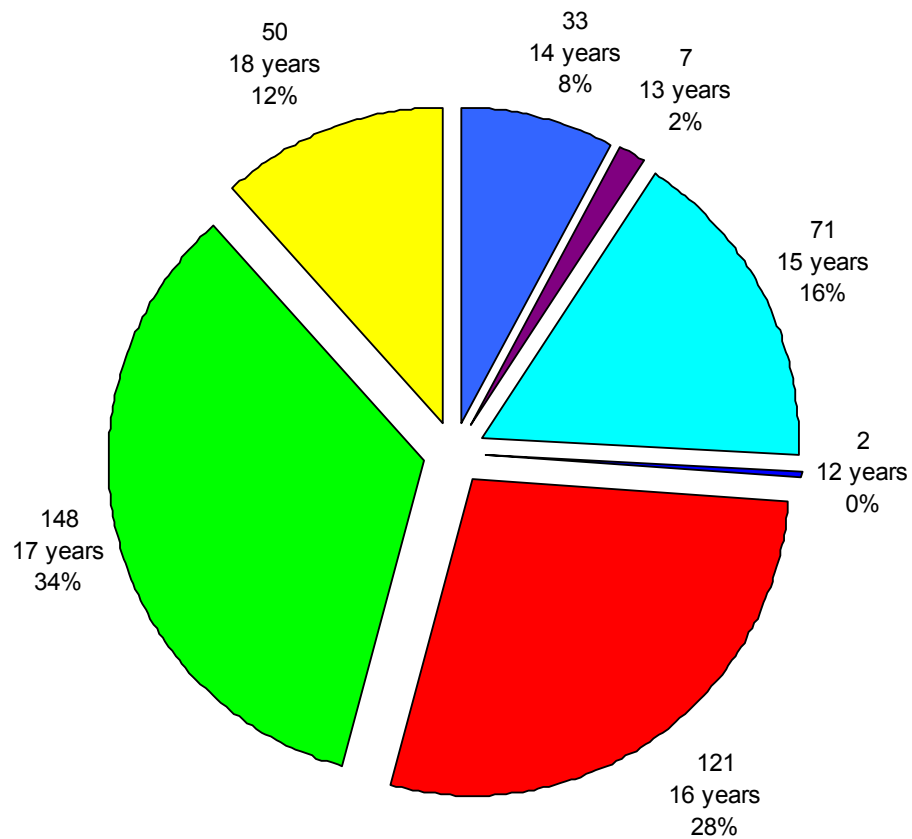
## ***Total Admissions from Fiscal Year 1994/95 to 2003/2004***

<b>Fiscal Year</b>	<b>Committed Youth</b>	<b>Parole Violators</b>	<b>Recommitted Youth</b>	<b>Parole Safekeepers</b>	<b>Court Safekeepers</b>	<b>Evaluators</b>	<b>Total</b>
<b>94/95</b>	399	121	46	50	12	38	<b>666</b>
<b>95/96</b>	454	131	88	79	17	12	<b>781</b>
<b>96/97</b>	451	134	84	249	22	4	<b>944</b>
<b>97/98</b>	495	160	77	271	20	1	<b>1024</b>
<b>98/99</b>	468	155	86	203	12	0	<b>924</b>
<b>99/00</b>	383	144	73	187	3	0	<b>790</b>
<b>00/01</b>	365	151	51	171	2	0	<b>740</b>
<b>01/02</b>	355	96	45	108	0	0	<b>604</b>
<b>02/03</b>	352	43	61	46	0	0	<b>502</b>
<b>03/04</b>	345	33	54	35	0	0	<b>467</b>

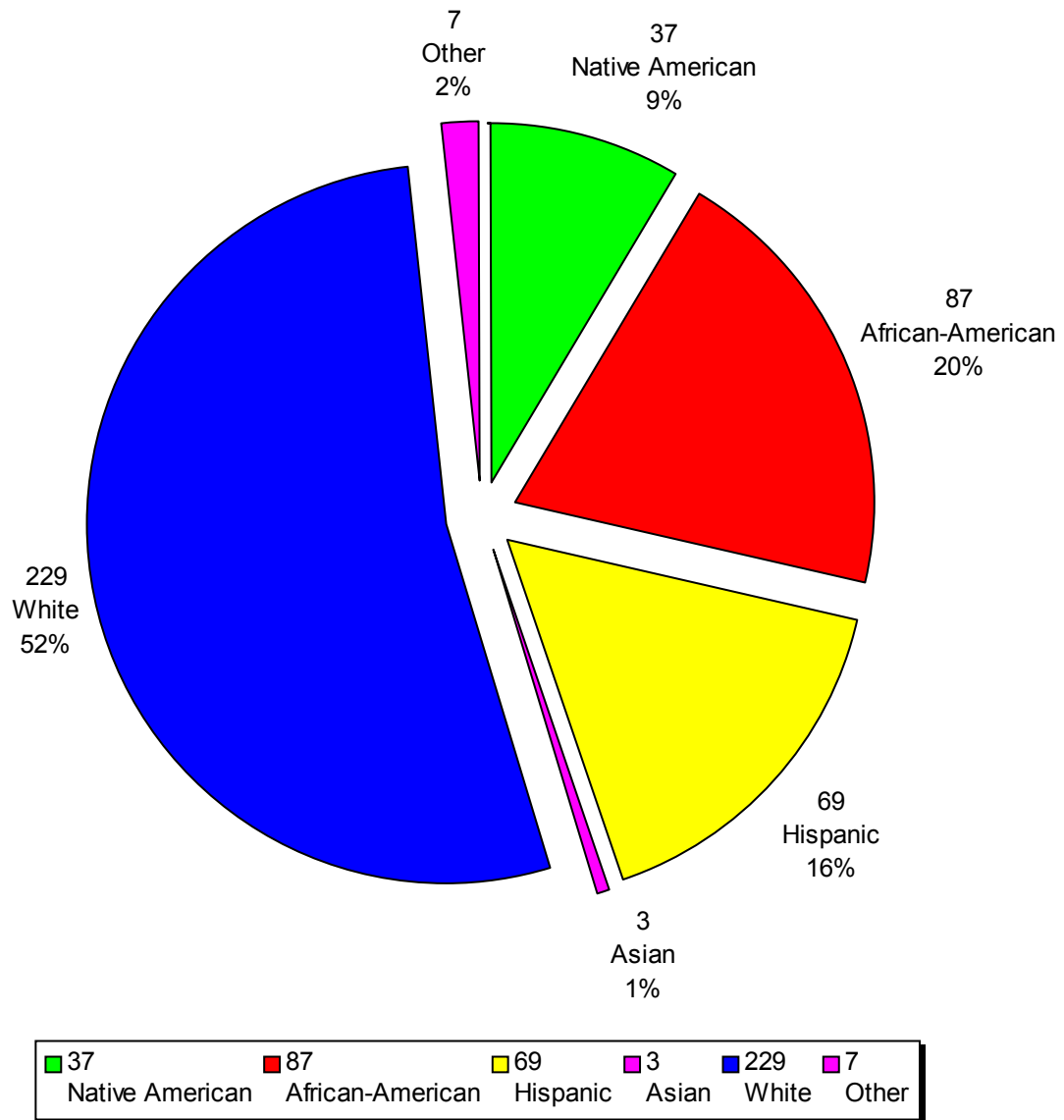
## ***2003/04 Reason for Commitment***

Arson	4
Assault	63
Auto Theft	36
Burglary	47
Concealed Weapon	19
Criminal Mischief	43
Disorderly Conduct	4
Distributing Drugs	6
Driving While Intoxicated	5
False Information	3
Forgery	2
Minor in Possession	15
Motor Vehicle Homicide	1
Possession of Drugs	52
Resisting Arrest	5
Robbery	8
Sexual Assault	9
Theft	98
Trespassing	12
<b>TOTAL</b>	<b>432</b>

## YRTC-K Population by Age Group



## 2003/04 Commitments by Race/Ethnicity



Nebraska Statutes require a youth can only be committed to YRTC-K under the following subdivisions:

**43-247 (1)** - Any juvenile who has committed an act other than a traffic offense which would constitute a ***misdemeanor*** or an infraction under the laws of this state . . .

**43-247 (2)** - Any juvenile who has committed an act which would constitute a ***felony*** under the laws of this state . . .

**43-247 (4)** - Any juvenile who has committed an act which involves a ***motor vehicle*** under the laws of this state . . .

**43-286** – If the juvenile is found by the court to have violated terms of his probation, the court may enter any order of disposition that could have been make at the time the original order of probation was entered.

**29-2204 (3)** – Any juvenile under 18 at the time he committed a crime (except when a term of life is required by law) may be sentenced by the court under the NE Juvenile Code. Prior to disposition, the court shall order the juvenile to be evaluated, unless an evaluation has been done within the past 12 months.

THE FOLLOWING TABLE DISPLAYS THE TYPE OF COMMITMENTS THE NEBRASKA COURT SYSTEM COMMITTED TO YRTC-K IN 2003/04:

### ***2003/04 Commitment Adjudication***

43-247 (1)	271
43-247 (2)	99
43-247 (1,2)	59
43-247 (1,4)	1
43-286	1
29-2204 (3)	1
<b>TOTAL</b>	<b>432</b>